

BID NO.: [REDACTED]

OPENING: 2:00 P.M.

[REDACTED], 2010

MIAMI-DADE COUNTY, FLORIDA

INVITATION
TO BID

TITLE:

TEMPORARY EMPLOYMENT AGENCY SERVICES

THE FOLLOWING ARE REQUIREMENTS OF THIS BID, AS NOTED BELOW:

BID DEPOSIT AND PERFORMANCE BOND:..... N/A
CATALOGUE AND LISTS:..... N/A
CERTIFICATE OF COMPETENCY:..... N/A
EQUIPMENT LIST:..... N/A
EXPEDITED PURCHASING PROGRAM (EPP)..... N/A
INDEMNIFICATION/INSURANCE:..... SECTION 2.0; PARA. 2.11
LIVING WAGE: SECTION 2.0; PARA. 2.33
PRE-BID CONFERENCE/WALK-THRU:..... N/A
SMALL BUSINESS ENTERPRISE MEASURE:..... SECTION 2.0; PARA. 2.2
SAMPLES/INFORMATION SHEETS:..... N/A
SECTION 3 – MDHA:..... SECTION 2.0; PARA. 2.6 (NOTE) AND
PARA. 2.51 APPENDIX TO SECTION 2
SITE VISIT/AFFIDAVIT: N/A
USER ACCESS PROGRAM:..... SECTION 2.0; PARA. 2.21
WRITTEN WARRANTY:..... N/A

FOR INFORMATION CONTACT:

Melinda Henderson, CPPB at 305-375-1718, or at mhender@miamidade.gov

IMPORTANT NOTICE TO BIDDERS:

SBE Contract Measures apply to this solicitation.

MIAMI-DADE COUNTY
DEPARTMENT OF PROCUREMENT MANAGEMENT
PURCHASING DIVISION

FAILURE TO COMPLETE THE CERTIFICATION REGARDING LOCAL PREFERENCE ON
PAGE 176 OF SECTION 4, BID SUBMITTAL FORM SHALL RENDER THE VENDOR
INELIGIBLE FOR LOCAL PREFERENCE

FAILURE TO SIGN PAGE 176 OF SECTION 4, BID SUBMITTAL FORM WILL RENDER
YOUR BID NON-RESPONSIVE



MIAMI-DADE COUNTY, FLORIDA

INVITATION TO BID

Bid Number:

Title: Temporary Employment Agency Services

Sr. Procurement Contracting Agent: Melinda Henderson, CPPB

Bids will be accepted until 2:00 p.m. on , 2010

Bids will be publicly opened. The County provides equal access and does not discriminate on the basis of disability in its programs or services. It is our policy to make all communication available to the public, including those who may be visually or hearing impaired. If you require information in a non-traditional format please call 305-375-5278.

Instructions: The Clerk of the Board business hours are 8:00am to 4:30pm, Monday through Friday. Additionally, the Clerk of the Board is closed on holidays observed by the County. Each Bid submitted to the Clerk of the Board shall have the following information clearly marked on the face of the envelope: the Bidders name, return address, Bid number, opening date of the Bid and the title of the Bid. Included in the envelope shall be an original and two copies of the Bid Submittal, plus attachments if applicable. The Bidder may, at Bidder's option, also provide the Excel file containing the information on the Vendor Pricing document on CD or Diskette. The file to be provided is to be downloaded at [HTTP://SERVICES.MIAMIDADE.GOV/DPM/SOLICITATIONLIST.ASPX](http://services.miamidade.gov/dpm/solicitationlist.aspx). Failure to comply with this requirement may result in your Bid not being considered for award.

All Bids received time and date stamped by the Clerk of the Board prior to the bid submittal deadline shall be accepted as timely submitted. The circumstances surrounding all bids received and time stamped by the Clerk of the Board after the bid submittal deadline will be evaluated by the procuring department, in consultation with the County Attorney's Office, to determine whether the bid will be accepted as timely.

NOTICE TO ALL BIDDERS:

- **FAILURE TO SIGN THE BID SUBMITTAL FORM WILL RENDER YOUR BID NON-RESPONSIVE.**
- **THE BID SUBMITTAL FORM CONTAINS IMPORTANT CERTIFICATIONS THAT REQUIRE REVIEW AND COMPLETION BY ANY VENDOR RESPONDING TO THIS SOLICITATION**

SECTION 1

GENERAL TERMS AND CONDITIONS

1.1. DEFINITIONS

Bid – shall refer to any offer(s) submitted in response to this solicitation.

Bidder – shall refer to anyone submitting a Bid in response to this solicitation.

Bid Solicitation – shall mean this solicitation documentation, including any and all addenda.

Bid Submittal Form – defines the requirement of items to be purchased, and must be completed and submitted with Bid. The Bidder should indicate its name in the appropriate space on each page.

County – shall refer to Miami-Dade County, Florida

DPM – shall refer to Miami-Dade County's Department of Procurement Management.

Enrolled Vendor – shall refer to a firm that has completed the necessary documentation in order to receive Bid notifications from the County.

Registered Vendor – shall refer to a firm that has completed the Miami-Dade County Business Entity Registration Application and has satisfied all requirements to enter into business agreements with the County.

The Vendor Registration Package – shall refer to the Business Entity Registration Application.

For additional information about on-line vendor enrollment or vendor registration contact the Vendor Assistance Unit at 111 N.W. 1st Street, 13th Floor, Miami, FL 33128, Phone 305-375-5773. Vendors can enroll online and obtain forms to register by visiting our web site at www.miamidade.gov/dpm

1.2. INSTRUCTIONS TO BIDDERS

A. Bidder Qualification

It is the policy of the County to encourage full and open competition among all available qualified vendors. All vendors regularly engaged in the type of work specified in the Bid Solicitation are encouraged to submit Bids. Vendors may enroll with the County to be included on a notification list for selected categories of goods and services. To be eligible for award of a contract (including small purchase orders), Bidders must become a Registered Vendor. Only Registered Vendors can be awarded County contracts. Vendors are required to register with the County by contacting the Vendor Assistance Unit. The County endeavors to obtain the participation of all qualified small business enterprises. For information and to apply for certification, contact the Department of Small Business Development at 111 N.W. 1st Street, 19th Floor, Miami, FL 33128-1900, or telephone at 305-375-3111. County employees and board members wishing to do business with the County are referred to Section 2-11.1 of the Miami-Dade County Code relating to Conflict of Interest and Code of Ethics.

B. Vendor Registration

To be recommended for award the County requires that vendors complete a Miami-Dade County Vendor Registration Package. Effective June 1, 2008, a new Vendor Registration Package, including a Uniform Affidavit Packet (Affidavit form), must be completed by vendors and returned to the Department of Procurement Management (DPM), Vendor Assistance Unit, within fourteen (14) days of notification of the intent to recommend for award. In the event the Vendor Registration Package is not properly completed and returned within the specified time, the County may in its sole discretion, award to the next lowest responsive, responsible Bidder. The Bidder is responsible for obtaining the Vendor Registration Package, including all affidavits by downloading from the DPM website at www.miamidade.gov or from the Vendor Assistance Unit at 111 N.W. 1st Street, 13th Floor, Miami, FL 33128.

Bidders are required to affirm that all information submitted with the Vendor Registration Package is current, complete and accurate, at the time they submit a response to a Bid Solicitation, by completing the provided Affirmation of Vendor Affidavit form.

In becoming a Registered Vendor with Miami-Dade County, the vendor confirms its knowledge of and commitment to comply with the following:

1. **Miami-Dade County Ownership Disclosure Affidavit**
(Sec. 2-8.1 of the County Code)

2. **Miami-Dade County Employment Disclosure Affidavit**
(County Ordinance No. 90-133, amending Section 2-8.1(d)(2) of the County Code)
3. **Miami-Dade County Employment Drug-free Workplace Certification**
(Section 2-8.1.2(b) of the County Code)
4. **Miami-Dade Disability and Nondiscrimination Affidavit**
(Article 1, Section 2-8.1.5 Resolution R182-00 Amending R-385-95)
5. **Miami-Dade County Debarment Disclosure Affidavit**
(Section 10.38 of the County Code)
6. **Miami-Dade County Vendor Obligation to County Affidavit**
(Section 2-8.1 of the County Code)
7. **Miami-Dade County Code of Business Ethics Affidavit**
(Article 1, Section 2-8.1(i) and 2-11(b)(1) of the County Code through (6) and (9) of the County Code and County Ordinance No 00-1 amending Section 2 11.1(e) of the County Code)
8. **Miami-Dade County Family Leave Affidavit**
(Article V of Chapter 11 of the County Code)
9. **Miami-Dade County Living Wage Affidavit**
(Section 2-8.9 of the County Code)
10. **Miami-Dade County Domestic Leave and Reporting Affidavit**
(Article 8, Section 11A-60 11A-67 of the County Code)
11. **Subcontracting Practices**
(Ordinance 97-35)
12. **Subcontractor /Supplier Listing**
(Ordinance 97-104)
13. **Environmentally Acceptable Packaging**
Resolution (R-738-92)
14. **W-9 and 8109 Forms**
The vendor must furnish these forms as required by the Internal Revenue Service.
15. **Social Security Number**
In order to establish a file for your firm, you must provide your firm's Federal Employer Identification Number (FEIN). If no FEIN exists, the Social Security Number of the owner or individual must be provided. This number becomes your "County Vendor Number". To comply with Section 119.071(5) of the Florida Statutes relating to the collection of an individual's Social Security Number, be aware that DPM requests the Social Security Number for the following purposes:
 - Identification of individual account records
 - To make payments to individual/vendor for goods and services provided to Miami-Dade County
 - Tax reporting purposes
 - To provide a unique identifier in the vendor database that may be used for searching and sorting departmental records
16. **Office of the Inspector General**
Pursuant to Section 2-1076 of the County Code.
17. **Small Business Enterprises**
The County endeavors to obtain the participation of all small business enterprises pursuant to Sections 2-8.2, 2-8.2.3 and 2-8.2.4 of the County Code and Title 49 of the Code of Federal Regulations.
18. **Antitrust Laws**
By acceptance of any contract, the vendor agrees to comply with all antitrust laws of the United States and the State of Florida.
- C. **PUBLIC ENTITY CRIMES**
To be eligible for award of a contract, firms wishing to do business with the County must comply with the following:

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GENERAL TERMS AND CONDITIONS

Pursuant to Section 287.133(2)(a) of the Florida Statutes, a person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a Bid on a contract to provide any goods or services to a public entity, may not submit a Bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit Bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017 of the Florida Statutes, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.

D. Request for Additional Information

1. Pursuant to Section 2-11.1(f) of the County Code, all Bid Solicitations, once advertised and until an award recommendation has been forwarded to the appropriate authority are under the "Cone of Silence". Any communication or inquiries, except for clarification of process or procedure already contained in the solicitation, are to be made in writing to the attention of the Procurement Agent identified on the front page of the solicitation. Such inquiries or request for information shall be submitted to the procurement agent in writing and shall contain the requester's name, address, and telephone number. If transmitted by facsimile, the request should also include a cover sheet with Bidder's facsimile number. The requestor must also file a copy of this written request with the Clerk of the Board, 111 NW 1st Street, 17th Floor, suite 202, Miami, Florida 33128-1983 or email clerkbccc@miamidadecounty.gov.
2. The Department of Procurement Management may issue an addendum in response to any inquiry received, prior to Bid opening, which changes, adds to or clarifies the terms, provisions or requirements of the solicitation. The Bidder should not rely on any representation, statement or explanation whether written or verbal, other than those made in this Bid Solicitation document or in any addenda issued. Where there appears to be a conflict between this Bid Solicitation and any addenda, the last addendum issued shall prevail.
3. It is the Bidder's responsibility to ensure receipt of all addenda, and any accompanying documentation. The Bidder is required to submit with its Bid a signed "Acknowledgment of Addenda" form, when any addenda have been issued.

E. Contents of Bid Solicitation and Bidders' Responsibilities

1. It is the responsibility of the Bidder to become thoroughly familiar with the Bid requirements, terms and conditions of this solicitation. Pleas of ignorance by the Bidder of conditions that exist or that may exist will not be accepted as a basis for varying the requirements of the County, or the compensation to be paid to the Bidder.
2. In the event a Bidder wishes to protest any part of the General Conditions, Special Conditions and/or Technical Specifications contained in the Bid Solicitation it must file a notice of protest in writing with the issuing department no later than 48 hours prior to the Bid opening date and hour specified in the solicitation. Failure to file a timely notice of protest will constitute a waiver of proceedings.
3. This solicitation is subject to all legal requirements contained in the applicable County Ordinances, Administrative Orders, and Resolutions, as well as all applicable State and Federal Statutes. Where conflict exists between this Bid Solicitation and these legal requirements, the authority shall prevail in the following order: Federal, State and local.
4. It is the responsibility of the Bidder/Proposer, prior to conducting any lobbying regarding this solicitation to file the appropriate form with the Clerk of the Board stating that a particular lobbyist is authorized to represent the Bidder/Proposer. The Bidder/Proposer shall also file a form with the Clerk of the Board at the point in time at which a lobbyist is no longer authorized to represent said Bidder/ Proposer. Failure of a Bidder/Proposer to file the appropriate form required, in relation to each solicitation, may be considered as evidence that the Bidder/Proposer is not a responsible contractor.

F. Change or Withdrawal of Bids

1. Changes to Bid - Prior to the scheduled Bid opening a Bidder may change its Bid by submitting a new Bid, (as indicated on the cover page) with a letter in writing on the firm's letterhead, signed by an

authorized agent stating that the new submittal replaces the original submittal. The new submittal shall contain the letter and all information as required for submitting the original Bid. No changes to a Bid will be accepted after the Bid has been opened.

2. Withdrawal of Bid – A Bid shall be irrevocable unless the Bid is withdrawn as provided herein. Only a written letter received by DPM prior to the Bid opening date may withdraw a bid. A bid may also be withdrawn ninety (90) days after the Bid has been opened and prior to award, by submitting a letter to the contact person identified on the front cover of this Bid Solicitation. The withdrawal letter must be on company letterhead and signed by an authorized agent of the Bidder.

G. Conflicts Within The Bid Solicitation

Where there appears to be a conflict between the General Terms and Conditions, Special Conditions, the Technical Specifications, the Bid Submittal Section, or any addendum issued, the order of precedence shall be: the last addendum issued, the Bid Submittal Section, the Technical Specifications, the Special Conditions, and then the General Terms and Conditions.

H. Prompt Payment Terms

1. It is the policy of Miami-Dade County that payment for all purchases by County agencies and the Public Health Trust shall be made in a timely manner and that interest payments be made on late payments. In accordance with Florida Statutes, Section 218.74 and Section 2-8.1.4 of the Miami-Dade County Code, the time at which payment shall be due from the County or the Public Health Trust shall be forty-five (45) days from receipt of a proper invoice. The time at which payment shall be due to small businesses shall be thirty (30) days from receipt of a proper invoice. All payments due from the County or the Public Health Trust, and not made within the time specified by this section, shall bear interest from thirty (30) days after the due date at the rate of one percent (1%) per month on the unpaid balance. Further, proceedings to resolve disputes for payment of obligations shall be concluded by final written decision of the County Manager, or his or her designee(s), not later than sixty (60) days after the date on which the proper invoice was received by the County or the Public Health Trust.
2. The Bidder may offer cash discounts for prompt payments; however, such discounts will not be considered in determining the lowest price during bid evaluation. Bidders are requested to provide prompt payment terms in the space provided on the Bid submittal signature page of the solicitation.

I. PREPARATION OF BIDS

- A. The Bid submittal form defines requirements of items to be purchased, and must be completed and submitted with the Bid. Use of any other form will result in the rejection of the Bidder's offer.
- B. The Bid submittal form must be legible. Bidders shall use typewriter, computer or ink. All changes must be crossed out and initialed in ink. Failure to comply with these requirements may cause the Bid to be rejected.
- C. An authorized agent of the Bidder's firm must sign the Bid submittal form. **FAILURE TO SIGN THE BID SUBMITTAL FORM SHALL RENDER THE BID NON-RESPONSIVE.**
- D. The Bidder may be considered non-responsive if bids are conditioned to modifications, changes, or revisions to the terms and conditions of this solicitation.
- E. The Bidder may submit alternate Bid(s) for the same solicitation provided that such offer is allowable under the terms and conditions. The alternate Bid must meet or exceed the minimum requirements and be submitted on a separate Bid submittal marked "Alternate Bid".
- F. When there is a discrepancy between the unit prices and any extended prices, the unit prices will prevail.
- G. An optional electronic submittal shall not be considered a part of the bid if it differs in any respect from the required manual submittal in the original hard copy.

J. CANCELLATION OF BID SOLICITATION

Miami-Dade County reserves the right to cancel, in whole or in part, any Invitation to Bid when it is in the best interest of the County.

SECTION 1

GENERAL TERMS AND CONDITIONS

1.5. AWARD OF BID SOLICITATION

- A. This Bid may be awarded to the responsible Bidder meeting all requirements as set forth in the solicitation. The County reserves the right to reject any and all Bids, to waive irregularities or technicalities and to re-advertise for all or any part of this Bid Solicitation as deemed in its best interest. The County shall be the sole judge of its best interest.
- B. When there are multiple line items in a solicitation, the County reserves the right to award on an individual item basis, any combination of items, total low Bid or in whichever manner deemed in the best interest of the County.
- C. The County reserves the right to reject any and all Bids if it is determined that prices are excessive, best offers are determined to be unreasonable, or it is otherwise determined to be in the County's best interest to do so.
- D. The County reserves the right to negotiate prices with the low bidder, provided that the scope of work of this solicitation remains the same.
- E. Award of this Bid Solicitation will only be made to firms that have completed the Miami-Dade County Business Entity Registration Application and that satisfy all necessary legal requirements to do business with Miami-Dade County. Firms domiciled in Miami-Dade County must present a copy of their Miami-Dade County issued Local Business Tax Receipt.
- F. Pursuant to County Code Section 2-8.1(g), the Bidder's performance as a prime contractor or subcontractor on previous County contracts shall be taken into account in evaluating the Bid received for this Bid Solicitation.
- G. To obtain a copy of the Bid tabulation, Bidder(s) shall enclose an appropriately sized self-addressed stamped envelope or make a request by e-mail. Bid results will not be given by telephone or facsimile.
- H. The Bid Solicitation, any addenda and/or properly executed modifications, the purchase order, and any change order(s) shall constitute the contract.
- I. In accordance with Resolution R-1574-88, the Director of DPM will decide all tie Bids.
- J. Award of this Bid may be predicated on compliance with and submittal of all required documents as stipulated in the Bid Solicitation.
- K. The County reserves the right to request and evaluate additional information from any bidder after the submission deadline as the County deems necessary.

1.6. CONTRACT EXTENSION

- A. The County reserves the right to exercise its option to extend a contract for up to one hundred-eighty (180) calendar days beyond the current contract period and will notify the contractor in writing of the extension.
- B. This contract may be extended beyond the initial one hundred-eighty (180) day extension period upon mutual agreement between the County and the successful Bidder(s) upon approval by the Board of County Commissioners.

1.7. WARRANTY

All warranties express and implied, shall be made available to the County for goods and services covered by this Bid Solicitation. All goods furnished shall be fully guaranteed by the successful Bidder against factory defects and workmanship. At no expense to the County, the successful Bidder shall correct any and all apparent and latent defects that may occur within the manufacturer's standard warranty. The Special Conditions of the Bid Solicitation may supersede the manufacturer's standard warranty.

1.8. ESTIMATED QUANTITIES

Estimated quantities or dollars are for Bidder's guidance only: (a) estimates are based on the County's anticipated needs and/or usage during a previous contract period and; (b) the County may use these estimates to determine the low Bidder. Estimated quantities do not contemplate or include possible additional quantities that may be ordered by other government, quasi-government or non-profit entities utilizing this contract under the Joint Purchase portion of the County User Access Program (UAP) described in Section 2.21 of this contract solicitation and the resulting contract, if that section is present in this solicitation document. No guarantee is expressed or implied as to quantities or dollars that will be used during the contract period. The

County is not obligated to place any order for the given amount subsequent to the award of this Bid Solicitation.

1.9. NON-EXCLUSIVITY

It is the intent of the County to enter into an agreement with the successful Bidder that will satisfy its needs as describe herein. However, the County reserves the right as deemed in its best interest to perform, or cause to be performed, the work and services, or any portion thereof, herein described in any manner it sees fit, including but not limited to: award of other contracts, use of any contractor, or perform the work with its own employees.

1.10. LOCAL PREFERENCE

The evaluation of competitive bids is subject to Section 2-8.5 of the Miami-Dade County Code, which, except where contrary to federal and state law, or any other funding source requirements, provides that preference be given to local businesses. A local business shall be defined as:

1. a business that has a valid Local Business Tax Receipt, issued by Miami-Dade County at least one year prior to bid or proposal submission, that is appropriate for the goods, services or construction to be purchased;
2. a business that has physical business address located within the limits of Miami-Dade County from which the vendor operates or performs business. Post Office Boxes are not verifiable and shall not be used for the purpose of establishing said physical address; and
3. a business that contributes to the economic development and well-being of Miami-Dade County in a verifiable and measurable way. This may include but not be limited to the retention and expansion of employment opportunities and the support and increase in the County's tax base. To satisfy this requirement, the vendor shall affirm in writing its compliance with either of the following objective criteria as of the bid or proposal submission date stated in the solicitation:
 - (a) vendor has at least ten (10) permanent full time employees, or part time employees equivalent to 10 FTE ("full-time equivalent" employees working 40 hours per week) that live in Miami-Dade County, or at least 25% of its employees that live in Miami-Dade County, or
 - (b) vendor contributes to the County's tax base by paying either real property taxes or tangible personal property taxes to Miami-Dade County, or
 - (c) some other verifiable and measurable contribution to the economic development and well-being of Miami-Dade County.

When there is a responsive bid from a Miami-Dade local business within 10% of the lowest price submitted by a responsive non-local business, the local business and the non-local low bidder shall have the opportunity to submit a best and final bid equal to or lower than the amount of the low bid previously submitted by the non-local business.

At this time, there is an interlocal agreement in effect between Miami-Dade and Broward Counties until September 2011. Therefore, a vendor which meets the requirements of (1), (2) and (3) above for Broward County shall be considered a local business pursuant to this Section.

1.11. CONTINUATION OF WORK

Any work that commences prior to and will extend beyond the expiration date of the current contract period shall, unless terminated by mutual written agreement between the County and the successful Bidder, continue until completion at the same prices, terms and conditions.

1.12. BID PROTEST

- A. A recommendation for contract award or rejection of award may be protested by a Bidder in accordance with the procedures contained in Sections 2-8.3 and 2-8.4 of the County Code, as amended, and as established in Administrative Order No.3-21.
- B. A written Intent to protest shall be filed with the Clerk of the

SECTION 1

GENERAL TERMS AND CONDITIONS

Board and mailed to all participants in the competitive process and to the County Attorney within three (3) County work days of the filing of the County Manager's recommendation. This three-day period begins on the County workday after the filing of the County Manager's recommendation. Such written intent to protest shall state the particular grounds on which it is based and shall be accompanied by a filing fee as detailed in Para C below.

- C. The written intent to protest shall be accompanied by a non-refundable filing fee, payable to the Clerk of the Board, in accordance with the schedule provided below:

<u>Award Amount</u>	<u>Filing Fee</u>
\$25,000-\$250,000	\$500
\$250,001-\$500,000	\$1,000
\$500,001-\$5 million	\$3,000
Over \$5 million	\$5,000

The protester shall then file all pertinent documents and supporting evidence with the Clerk of the Board and mail copies to all participants in the competitive process and to the County Attorney within three (3) County workdays after the filing of a written intent to protest.

- D. For award recommendations greater than \$250,000 the following shall apply:
The County's recommendation to award or reject will be immediately communicated (via mail, fax or email) to all participants in the competitive process and filed with the Clerk of the Board.
- E. For award recommendations from \$25,000 to \$250,000 the following shall apply:
Each County workday, as appropriate, recommendations to award or reject will be posted in the lobby of the Stephen P. Clark Center, located at 111 N.W. 1st Street. Participants may also view recommendations to award on-line at the DPM website or call the contact person as identified on the cover page of the Bid Solicitation.

1.13. RULES, REGULATIONS AND LICENSES

The successful Bidder shall comply with all laws and regulations applicable to provide the goods and/or services specified in this Bid Solicitation. The Bidder shall comply with all federal, state and local laws that may affect the goods and/or services offered.

1.14. PACKAGING

Unless otherwise specified in the Special Conditions or Technical Specifications, all containers shall be suitable for shipment and/or storage and comply with Resolution No. 738-92.

1.15. SUBCONTRACTING

Unless otherwise specified in this Bid Solicitation, the successful Bidder shall not subcontract any portion of the work without the prior written consent of the County. The ability to subcontract may be further limited by the Special Conditions. Subcontracting without the prior consent of the County may result in termination of the contract for default. When Subcontracting is allowed the Bidder shall comply with County Resolution No. 1634-93, Section 10-34 of the County Code and County Ordinance No. 97-35.

1.16. ASSIGNMENT

The successful Bidder shall not assign, transfer, hypothecate, or otherwise dispose of this contract, including any rights, title or interest therein, or its power to execute such contract to any person, company or corporation without the prior written consent of the County.

1.17. DELIVERY

Unless otherwise specified in the Bid Solicitation, prices quoted shall be F.O.B. Destination. Freight shall be included in the proposed price.

1.18. RESPONSIBILITY AS EMPLOYER

The employee(s) of the successful Bidder shall be considered to be at all times its employee(s), and not an employee(s) or agent(s) of the County or any of its departments. The successful Bidder shall provide competent and physically employee(s) capable of performing the work as required. The County may require the successful Bidder to remove any employee it deems unacceptable. All employees of the successful

Bidder shall wear proper identification.

1.19. INDEMNIFICATION

The successful Bidder shall indemnify and hold harmless the County and its officers, employees, agents and instrumentalities from any and all liability, losses or damages, including attorney's fees and costs of defense, which the County or its officers, employees, agents or instrumentalities may incur as a result of claims, demands, suits, causes of actions or proceedings of any kind or nature arising out of, relating to or resulting from the performance of the agreement by the successful Bidder or its employees, agents, servants, partners, principals or subcontractors. The successful Bidder shall pay all claims and losses in connection therewith, and shall investigate and defend all claims, suits or actions of any kind or nature in the name of the County, where applicable, including appellate proceedings, and shall pay all costs, judgments, and attorney's fees which may be incurred thereon. The successful Bidder expressly understands and agrees that any insurance protection required by this Agreement or otherwise provided by the successful Bidder shall in no way limit the responsibility to indemnify, keep and save harmless and defend the County or its officers, employees, agents and instrumentalities as herein provided.

1.20. COLLUSION

A contractor recommended for award as the result of a competitive solicitation for any County purchases of supplies, materials and services (including professional services, other than professional architectural, engineering and other services subject to Sec. 2-10.4 and Sec. 287.055 Fla Stats.), purchase, lease, permit, concession or management agreement shall, within five (5) business days of the filing of such recommendation, submit an affidavit under the penalty of perjury, on a form provided by the County: stating either that the contractor is not related to any of the other parties bidding in the competitive solicitation or identifying all related parties, as defined in this Section, which bid in the solicitation; and attesting that the contractor's proposal is genuine and not sham or collusive or made in the interest or on behalf of any person not therein named, and that the contractor has not, directly or indirectly, induced or solicited any other proposer to put in a sham proposal, or any other person, firm, or corporation to refrain from proposing, and that the proposer has not in any manner sought by collusion to secure to the proposer an advantage over any other proposer. In the event a recommended contractor identifies related parties in the competitive solicitation its bid shall be presumed to be collusive and the recommended contractor shall be ineligible for award unless that presumption is rebutted in accordance with the provisions of Sec. 2-8.1.1. Any person or entity that fails to submit the required affidavit shall be ineligible for contract award.

- A. The Collusion Affidavit will be included in all solicitations and will be requested from bidders/proposers once bids/proposals are received and evaluated.
- B. Failure to provide a Collusion Affidavit within 5 business days after the recommendation to award has been filed with the Clerk of the Board shall be cause for the contractor to forfeit their bid bond.

1.21. MODIFICATION OF CONTRACT

The contract may be modified by mutual consent, in writing through the issuance of a modification to the contract, purchase order, change order or award sheet, as appropriate.

1.22. TERMINATION FOR CONVENIENCE

The County, at its sole discretion, reserves the right to terminate this contract without cause upon thirty (30) days written notice. Upon receipt of such notice, the successful Bidder shall not incur any additional costs under this contract. The County shall be liable only for reasonable costs incurred by the successful Bidder prior to notice of termination. The County shall be the sole judge of "reasonable costs."

1.23. TERMINATION FOR DEFAULT

The County reserves the right to terminate this contract, in part or in whole, or place the vendor on probation in the event the successful Bidder fails to perform in accordance with the terms and conditions stated herein. The County further reserves the right to suspend or debar the successful Bidder in accordance with the appropriate County

SECTION 1

GENERAL TERMS AND CONDITIONS

ordinances, resolutions and/or administrative orders. The vendor will be notified by letter of the County's intent to terminate. In the event of termination for default, the County may procure the required goods and/or services from any source and use any method deemed in its best interest. All re-procurement cost shall be borne by the successful Bidder.

1.24. FRAUD AND MISREPRESENTATION

Pursuant to Section 2-8.4.1 of the Miami-Dade County Code, any individual, corporation or other entity that attempts to meet its contractual obligations with the County through fraud, misrepresentation or material misstatement, may be debarred for up to five (5) years. The County as a further sanction may terminate or cancel any other contracts with such individual, corporation or entity. Such individual or entity shall be responsible for all direct or indirect costs associated with termination or cancellation, including attorney's fees.

1.25. ACCESS TO RECORDS

The County reserves the right to require the Contractor to submit to an audit by Audit and Management Services, the Commission Auditor, or other auditor of the County's choosing at the Contractor's expense. The Contractor shall provide access to all of its records, which relate directly or indirectly to this Agreement at its place of business during regular business hours. The Contractor shall retain all records pertaining to this Agreement and upon request make them available to the County for three years following expiration of the Agreement. The Contractor agrees to provide such assistance as may be necessary to facilitate the review or audit by the County to ensure compliance with applicable accounting and financial standards.

1.26 OFFICE OF THE INSPECTOR GENERAL

Miami-Dade County has established the Office of the Inspector General, which is authorized and empowered to review past, present, and proposed County and Public Health Trust programs, contracts, transactions, accounts, records and programs. The Inspector General (IG) has the power to subpoena witnesses, administer oaths, require the production of records and monitor existing projects and programs. The Inspector General may, on a random basis, perform audits on all County contracts. The cost of random audits shall be incorporated into the contract price of all contracts and shall be one quarter (1/4) of one (1) percent of the contract price, except as otherwise provided in Section 2-1076 of the County Code.

1.27 PRE-AWARD INSPECTION

The County may conduct a pre-award inspection of the bidder's site or hold a pre-award qualification hearing to determine if the bidder is capable of performing the requirements of this bid solicitation.

1.28 PROPRIETARY/CONFIDENTIAL INFORMATION

Bidders are hereby notified that all information submitted as part of, or in support of bid submittals will be available for public inspection after opening of bids in compliance with Chapter 119 of the Florida Statutes; popularly known as the "Public Record Law." The bidder shall not submit any information in response to this invitation, which the bidder considers to be a trade secret, proprietary or confidential. The submission of any information to the County in connection with this invitation shall be deemed conclusively to be a waiver of any trade secret or other protection, which would otherwise be available to the bidder. In the event that the bidder submits information to the County in violation of this restriction, either inadvertently or intentionally and clearly identifies that information in the bid as protected or confidential, the County shall endeavor to redact and return that information to the bidder as quickly as possible, and if appropriate, evaluate the balance of the bid. The redaction or return of information pursuant to this clause may render a bid non-responsive.

1.29. HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA)

Any person or entity that performs or assists Miami-Dade County with a function or activity involving the use or disclosure of "individually identifiable health information (IIHI) and/or Protected Health Information (PHI) shall comply with the Health Insurance Portability and Accountability Act (HIPAA) of 1996 and the Miami-Dade County Privacy Standards Administrative Order. HIPAA mandates for privacy,

security and electronic transfer standards that include but are not limited to:

1. Use of information only for performing services required by the contract or as required by law;
2. Use of appropriate safeguards to prevent non-permitted disclosures;
3. Reporting to Miami-Dade County of any non-permitted use or disclosure;
4. Assurances that any agents and subcontractors agree to the same restrictions and conditions that apply to the Bidder/Proposer and reasonable assurances that IIHI/PHI will be held confidential;
5. Making Protected Health Information (PHI) available to the customer;
6. Making PHI available to the customer for review and amendment; and incorporating any amendments requested by the customer;
7. Making PHI available to Miami-Dade County for an accounting of disclosures; and
8. Making internal practices, books and records related to PHI available to Miami-Dade County for compliance audits.

PHI shall maintain its protected status regardless of the form and method of transmission (paper records, and/or electronic transfer of data). The Bidder/ Proposer must give its customers written notice of its privacy information practices including specifically, a description of the types of uses and disclosures that would be made with protected health information.

1.30. CHARTER COUNTY TRANSIT SYSTEM SALE SURTAX

When proceeds from the Charter County Transit System Sales Surtax levied pursuant to Section 29.121 of the Code of Miami-Dade County are used to pay for all or some part of the cost of this contract, no award for those portions of a Blanket Purchase Order (BPO) utilizing Charter County Transit System Sales Surtax funds as part of a multi-department contract, nor a contract utilizing Charter County Transit System Surtax funds shall be effective and thereby give rise to a contractual relationship with the County for purchases unless and until both the following have occurred: 1) the County Commission awards the contract, and such award becomes final (either by expiration of 10 days after such award without veto by the Mayor, or by Commission override of a veto); and, 2) either, i) the Citizens' Independent Transportation Trust (CITT) has approved inclusion of the Surtax funding on the contract, or, ii) in response to the CITT's disapproval, the County Commission reaffirms award of the contract by two-thirds (2/3) vote of the Commission's membership and such reaffirmation becomes final. Notwithstanding the other provisions of Section 1.30, award of an allocation for services in support of the CITT's oversight which does not exceed \$1000 will not require Commission or CITT approval and may be awarded by the Executive Director of the OCITT

1.31 LOBBYIST CONTINGENCY FEES

A) In accordance with Section 2-11.1(s) of the Code of Miami-Dade County, after May, 16, 2003, no person may, in whole or in part, pay, give or agree to pay or give a contingency fee to another person. No person may, in whole or in part, receive or agree to receive a contingency fee.

B) A contingency fee is a fee, bonus, commission or non-monetary benefit as compensation which is dependant on or in any way contingent upon the passage, defeat, or modification of: 1) any ordinance, resolution, action or decision of the County Commission; 2) any action, decision or recommendation of the County Manager or any County board or committee; or 3) any action, decision or recommendation of any County personnel during the time period of the entire decision-making process regarding such action, decision or recommendation which foreseeably will be heard or reviewed by the County Commission or a County board or committee.

1.32 COMMISSION AUDITOR – ACCESS TO RECORDS

Pursuant to Ordinance No. 03-2, all vendors receiving an award of the contract resulting from this solicitation will grant access to the Commission Auditor to all financial and performance related records, property, and equipment purchased in whole or in part with government funds.

SECTION 2
SPECIAL CONDITIONS

2.1 PURPOSE: TO ESTABLISH A CONTRACT FOR THE COUNTY:

The purpose of this solicitation is to establish a contract for the purchase of temporary employment agency services in conjunction with the County's needs on an as needed when needed basis.

2.2 SMALL BUSINESS CONTRACT MEASURES (Set-aside for Group A)

This contract includes participation provisions for Miami-Dade County certified Small Business Enterprises (SBEs) as indicated in Appendix A of this solicitation. The contract measure applicable to this contract: SBE Set-aside for **Bid Group A**.

SMALL BUSINESS CONTRACT MEASURES FOR SOLICITATIONS GREATER THAN \$50,000 (Bid Preference for Groups C and E)

A Small Business Enterprise (SBE) bid preference applies to this solicitation for **Bid Groups C and E**. (SBE Bid Preference applies as applicable for Bid Group E.)

A 10% percent bid preference shall apply to contracts \$1 million or less and 5% percent on contracts greater than \$1 million. A SBE/Micro Business Enterprise must be certified by the Department of Business Development (DBD) for the type of goods and/or services the Enterprise provides in accordance with the applicable Commodity Code(s) for this solicitation. For certification information, contact the Department of Business Development at 305-375-3111 or access <http://www.miamidade.gov/sba/home.asp>.

The SBE/Micro Business Enterprise must be certified by bid submission deadline, at contract award and for the duration of the contract to remain eligible for the preference.

2.3 PRE-BID/PRE-OFFER CONFERENCE (RECOMMENDED):

A pre-bid conference will be held on (date) at Stephen P. Clark Center in conference room no. 18- to discuss the special conditions and specifications included within this solicitation. It is recommended that a representative of the firm attend this conference as the "cone of silence" will be lifted during the course of the conference and informal communication can take place.

Vendors are requested to bring this solicitation document to the conference, as additional copies may not be available.

"Multiple members of individual community councils may be present."

2.4 TERM OF CONTRACT: TWELVE (12) MONTHS

This contract shall commence on the first calendar day of the month succeeding approval of the contract by the Board of County Commissioners, or designee, unless otherwise stipulated

SECTION 2
SPECIAL CONDITIONS

in the Notice of Award Letter which is distributed by the County's Department of Procurement Management, Purchasing Division; and contingent upon the completion and submittal of all required bid documents. The contract shall expire on the last day of the twelfth (12) month of the contract term.

2.5 OPTION TO RENEW FOR FOUR (4) ADDITIONAL YEAR(S) (With Price Adjustment:

The initial contract prices resultant from this solicitation shall prevail for a one (1) year(s) period from the contract's initial effective date. Prior to, or upon completion, of that initial term, the County shall have the option to renew this contract for an additional four (4) year(s) period on a year-to-year basis. Prior to completion of each exercised contract term, the County may consider an adjustment to price based on changes in the following pricing index: Consumer Price Index for Wage Earners and Clerical Workers for the Miami/Fort Lauderdale area.

It is the vendor's responsibility to request any pricing adjustment under this provision. For any adjustment to commence on the first day of any exercised option period, the vendor's request for adjustment should be submitted 90 days prior to expiration of the then current contract term. The vendor adjustment request should not be in excess of the relevant pricing index change. If no adjustment request is received from the vendor, the County will assume that the vendor has agreed that the optional term may be exercised without pricing adjustment. Any adjustment request received after the commencement of a new option period may not be considered.

The County reserves the right to negotiate lower pricing for the additional term(s) based on market research information or other factors that influence price. The County reserves the right to apply any reduction in pricing for the additional term(s) based on the downward movement of the applicable index.

The County reserves the right to reject any price adjustments submitted by the vendor and/or to not exercise any otherwise available option period based on such price adjustments. Continuation of the contract beyond the initial period, and any option subsequently exercised, is a County prerogative, and not a right of the vendor. This prerogative will be exercised only when such continuation is clearly in the best interest of the County.

Should the vendor decline the County's right to exercise the option period, the County may consider the vendor in default which decision may affect that vendor's eligibility for future contracts.

NOTE:

IF MULTIPLE VENDORS ARE INVOLVED UNDER THE GIVEN CONTRACT, ANY OPTIONS TO RENEW WILL BE RESTRICTED TO THE SPECIFIC ITEMS OF WORK INITIALLY AWARDED TO ANY SPECIFIC VENDOR.

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2.6 METHOD OF AWARD:

Group A – Various County Departments – SBE Set-aside and Living Wages apply

Group B – Miami-Dade Public Housing Agency – Section 3 Bid Preference and Living Wages apply

Group C – Various County Departments – SBE Bid Preference applies

Group D – Miami-Dade Public Housing Agency – Section 3 Bid Preference applies

Group E – Pre-qualification Pool for other Temporary Employment Agency Services - Living Wage and SBE Bid Preference may apply as applicable

2.6.1 GROUPS A, B, C, and D: To Three (3) Vendors By Group as Primary, Secondary and Tertiary

Award of this contract will be made up to the three (3) lowest priced responsive, responsible vendors on a group-by-group basis. To be considered for award by group, the vendor shall offer prices for all items within a given group. The County will then select the vendors for award for each group by totaling either the unit prices for all of the items within each group, or if so structured, by totaling the extended pricing for each item within each group. If a vendor fails to submit an offer for all items within the group, its offer for that specific group will be rejected.

The hourly billing rate quoted shall include but not be limited to full compensation, any necessary equipment, Federal Insurance Contribution Act (FICA), Medicare, State Unemployment Tax Act (SUTA), Federal Unemployment Tax Act (FUTA), Worker's Compensation and Liability Insurance, Unemployment Compensation, Administrative, Overhead, Profit and any other element of cost or price. This rate is assumed to be at straight-time for all labor, except as otherwise noted. The bidder shall comply with minimum wage standards, and/or any other wage standards specifically set forth in this solicitation and resultant contract, and any other applicable laws of the State of Florida.

NOTE: Effective October 1, 2009, the Living Wage rate shall be \$13.01 for employees without qualifying health benefits and \$11.36 per hour for employees with qualifying health benefits which must be a minimum of \$1.65 per hour. Bidders shall use these figures for bid computation for Groups A and B.

While the award will be made to multiple vendors by group to assure availability, the County intends to use the lowest priced vendor to meet its requirements or to use other sources as appropriate and in the County's best interest. Award to multiple vendors is made for the convenience of the County and does not exempt the primary vendor from fulfilling its contractual obligations. Failure to perform as noted may result in the vendor being deemed in breach of contract. The County may terminate the contract for default and charge the vendor re-procurement costs, if applicable.

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In the event of default, the County reserves the right to re-award the affected Bid Groups to the secondary and/or tertiary vendor awarded under this Bid Group, by the pre-qualification method identified below or any other method deemed in the best interest of the County.

Notwithstanding the aforementioned Method of Award, the County, at its option, may avail itself of any or all of the provisions stated in Section 1.5, Award of Bid Solicitation.

NOTE: Section 3 businesses, pre-certified by Miami-Dade Public Housing Agency (MDPHA) at least two weeks prior to bid opening date, may receive a contract award preference, based on size of bid amount and submission of Document 00200-B with each project bid. (See **Appendix - Attachment 2**).

2.6.2 GROUP E: Pre-Qualification and Subsequent Spot Market Procedures

Award of this contract will be made to all responsive, responsible vendors who meet the minimum qualifications set forth in this solicitation. These vendors shall then be deemed to be pre-qualified to participate in subsequent spot market purchases as required by the County on either an as-needed or on a periodic basis. When such spot market purchases are initiated, the pre-qualified vendors shall be invited to offer a fixed price for a specific individual purchase, or a specific purchasing period. The vendor then offering the lowest fixed price shall be awarded for the specific period or specific purchase. The award to one vendor for a specific period or individual action does not preclude the remaining pre-qualified vendors from submitting spot market offers for other specific purchases.

It shall be the sole prerogative of the County as to the number of vendors who will be initially included under this contract. During the term of this contract, the County reserves the right to add or delete vendors as it deems necessary in its best interests. If the County elects to add vendors, they must meet the same minimum qualifications established for the original competition.

Spot market pricing procedures may be initiated by either the using County department or by DPM. All pre-qualified vendors will be contacted for quotes for any item or group on an as needed basis.

Notwithstanding the aforementioned Method of Award, the County, at its option, may avail itself of any or all of the provisions stated in Section 1.5, Award of Bid Solicitation.

Note: It is the County's intent that spot market pricing will be used for additional positions that are not currently on the contract. However, the County reserves the right to use this method of award in the event that bidders awarded Groups A through D are terminated for default or for any other reason deemed in the County's best interest.

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2.6.3 MINIMUM QUALIFICATIONS (APPLIES TO ALL BID GROUPS):

- A. Bidders must have provided temporary employment staffing services to organizations for a period of not less than three (3) years during the three (3) years immediately prior to the bid opening date of this solicitation (for award of Groups A through D) or prior to being added to the contract (for award of Group E) .
- B. Bidders must demonstrate an annual billing amount with an organization(s) of at least \$200,000 for temporary employment staffing services within the previous year during the year immediately prior to the bid opening date of this solicitation (for award of Groups A through D) or prior to being added to the contract (for award of Group E). **Note: Subcontracting any portion of this amount cannot be used to satisfy this requirement.**

NOTE: Effective October 1, 2009, the Living Wage rate shall be \$13.01 for employees without qualifying health benefits and \$11.36 per hour for employees with qualifying health benefits which must be a minimum of \$1.65 per hour. Bidders shall use these figures for bid computation for Groups A and B.

2.6.4 REQUIRED SUBMITTALS (APPLIES TO ALL BID GROUPS):

Bidders shall provide documentation with their proposal that demonstrates their ability to satisfy the minimum qualification requirements in accordance with the following criteria. Bidders who do not meet the minimum qualification requirements or who fail to provide supporting documentation will not be considered.

- A. The successful Bidder must provide supporting documentation that meets the following criteria:
1. The supporting documentation must be provided in the form of executed contracts or agreements, copies of purchase orders or invoices, or notarized letters from clients of the prospective Bidder on the client's letterhead; and
 2. The supporting documentation must show that the Bidder has provided temporary employment staffing services to clients with an annual billing amount of at least \$200,000 within the previous year during the year immediately prior to the bid opening date of this solicitation (for award of Groups A through D) or prior to being added to the contract (for award of Group E) (Subcontracting any portion of this amount cannot be used to satisfy this requirement); and
 3. The Bidder's name and FEIN number must appear on the supporting documentation OR verification must be provided that states that the contractual agreement is between the bidder as evidenced by the FEIN number and the client. In the case of a change to the company's name, the FEIN number must be identical to that of the Bidder; and

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4. If a single contractual agreement is used to document experience, the term of the contract must reflect qualifying experience being met within the previous year during the year immediately prior to the bid opening date of this solicitation (for award of Groups A through D) or prior to being added to the contract (for award of Group E); and
 5. If multiple contractual agreements are used to document experience, the **aggregate** term of the contracts must reflect qualifying experience being met contract must reflect qualifying experience being met within the previous year during the year immediately prior to the bid opening date of this solicitation (for award of Groups A through D) or prior to being added to the contract (for award of Group E); and
- B. The Successful Bidder(s) must provide at least three (3) client references which demonstrate that the Bidder(s) has provided temporary employment staffing services to organizations for a period of not less than three (3) years during the three (3) years immediately prior to the bid opening date of this solicitation (for award of Groups A through D) or prior to being added to the contract (for award of Group E). **A client reference must be provided to support each qualifying year.**

The Client reference must contain the following information:

1. Client Name and physical address; and
2. Contact person name, title, telephone number, and email address; and
3. Contract Name and Number, Purchase Order Number, or similar identification for agreement; and
4. Description of Temporary Employment Staffing Services provided; and
5. Contract Term or period of Agreement; and
6. Annual Billing Amount.

Miami-Dade County may, at its sole discretion, allow the bidder to complete or supplement the qualification requirements information/documents during the bid evaluation period. Failure to provide proof of compliance to the qualification requirements, as specified by the County, shall result in the bidder's bid being declared non-responsible. The County reserves the right to verify the information submitted by the bidder and to obtain and evaluate additional information, as it deems necessary to ascertain the bidders' conformance to the qualification requirements. The County shall be the sole judge of the bidder's conformance with the qualification requirements and its decision shall be final. **Note: Bidders are not allowed to sub-contract any portion of this contract.**

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2.7 PRICES SHALL BE FIXED WITH ADJUSTMENTS ALLOWED BASED ON GOVERNMENTAL PRICE INDEX:

If the vendor is awarded a contract under this solicitation, the prices proposed by the vendor shall remain fixed for the term of the contract. The only exception in this regard is that this fixed price shall be adjusted upward or downward based on the following price index list: Miami-Dade County Living Wage Rates (as applicable) and Consumer Price Index for Wage Earners and Clerical Workers for the Miami/Fort Lauderdale area.

2.8 EXAMINATION OF COUNTY FACILITIES AND INSPECTION OF COUNTY EQUIPMENT - INTENTIONALLY OMITTED

2.9 EQUAL PRODUCT - INTENTIONALLY OMITTED

2.10 LIQUIDATED DAMAGES - INTENTIONALLY OMITTED

2.11 INDEMNIFICATION AND INSURANCE (1) - GENERAL SERVICE AND MAINTENANCE CONTRACT

Provider shall indemnify and hold harmless the County and its officers, employees, agents and instrumentalities from any and all liability, losses or damages, including attorneys' fees and costs of defense, which the County or its officers, employees, agents or instrumentalities may incur as a result of claims, demands, suits, causes of actions or proceedings of any kind or nature arising out of, relating to or resulting from the performance of this Agreement by the Provider or its employees, agents, servants, partners principals or subcontractors. Provider shall pay all claims and losses in connection therewith and shall investigate and defend all claims, suits or actions of any kind or nature in the name of the County, where applicable, including appellate proceedings, and shall pay all costs, judgments, and attorney's fees which may issue thereon. Provider expressly understands and agrees that any insurance protection required by this Agreement or otherwise provided by Provider shall in no way limit the responsibility to indemnify, keep and save harmless and defend the County or its officers, employees, agents and instrumentalities as herein provided.

The vendor shall furnish to the Vendor Assistance Section, Department of Procurement Management, Administration Division, 111 NW 1st Street, Suite 1300, Miami, Florida 33128, Certificate(s) of Insurance which indicate that insurance coverage has been obtained which meets the requirements as outlined below:

- A. Worker's Compensation Insurance for all employees of the vendor as required by Florida Statute 440.
- B. General Liability Insurance on a comprehensive basis in an amount not less than \$300,000 combined single limit per occurrence for bodily injury and property damage. **Miami-Dade County must be shown as an additional insured with respect to this coverage.**

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- C. Automobile Liability Insurance covering all owned, non-owned and hired vehicles used in connection with the work, in an amount not less than \$300,000 combined single limit per occurrence for bodily injury and property damage.

All insurance policies required above shall be issued by companies authorized to do business under the laws of the State of Florida, with the following qualifications:

The company must be rated no less than "B" as to management, and no less than "Class V" as to financial strength, by the latest edition of Best's Insurance Guide, published by A.M. Best Company, Oldwick, New Jersey, or its equivalent, subject to the approval of the County Risk Management Division.

or

The company must hold a valid Florida Certificate of Authority as shown in the latest "List of All Insurance Companies Authorized or Approved to Do Business in Florida" issued by the State of Florida Department of Insurance and are members of the Florida Guaranty Fund.

Certificates will indicate no modification or change in insurance shall be made without thirty (30) days in advance notice to the certificate holder.

NOTE: DADE COUNTY SOLICITATION NUMBER AND TITLE OF SOLICITATION MUST APPEAR ON EACH CERTIFICATE.

CERTIFICATE HOLDER MUST READ:

**MIAMI-DADE COUNTY
111 NW 1st STREET
SUITE 1300
MIAMI, FL 33128**

Compliance with the foregoing requirements shall not relieve the vendor of his liability and obligation under this section or under any other section of this agreement.

The vendor shall submit a certificate of insurance within ten (10) business days after notification of recommendation to award. If certificate does not include the coverages outlined in the terms and conditions of this solicitation, the vendor shall be given an additional five (5) business days to submit a corrected certificate to the County. Failure of the vendor to provide the required certificate of insurance within fifteen (15) business days, may result in the vendor being deemed non-responsible and the issuance of a new award recommendation.

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The vendor shall be responsible for assuring that the insurance certificate required in conjunction with this Section remain in force for the duration of the contractual period; including any and all option years that may be granted to the vendor in accordance with Section 2.5 of this solicitation. If insurance certificates are scheduled to expire during the contractual period, the vendor shall be responsible for submitting new or renewed insurance certificates to the County at a minimum of thirty (30) calendar days in advance of such expiration. In the event that expired certificates are not replaced with new or renewed certificates which cover the contractual period, the County shall suspend the contract until such time as the new or renewed certificates are received by the County in the manner prescribed in the solicitation; provided, however, that this suspended period does not exceed thirty (30) calendar days. If such suspension exceeds thirty (30) calendars days, the County may, at its sole discretion, terminate this contract for cause and seek re-procurement damages from the vendor in accordance with Section 1.23 of this solicitation.

2.12 BID GUARANTY - INTENTIONALLY OMITTED

2.13 PERFORMANCE BOND - INTENTIONALLY OMITTED

2.14 CERTIFICATIONS – INTENTIONALLY OMITTED

2.15 METHOD OF PAYMENT: MONTHLY INVOICES

Payment shall be made upon the certification by a Miami-Dade County representative that the work assignment is satisfactorily completed. Payment will be either a lump-sum at the completion of each specific work assignment or on a weekly basis, whichever occurs first.

The Successful Bidder(s) supplying Temporary Personnel to Miami-Dade County are required to furnish the following information on their pre-numbered imprinted business invoices and weekly job tickets for personnel or performing services.

- A. Purchase Order Number
- B. Job Number
- C. Assignment Location
- D. Individual's Full Name
- E. Social Security Number
- F. Job Classification
- G. Date
- H. Number of Hours worked.
- I. County Acceptance/Authorized Signature

NOTE: Overtime will be considered after forty (40) hours of work per week according to the Fair Labor Standards Act (FLSA) in accordance with Section 2, para. 2.27.

2.16 SHIPPING TERMS – INTENTIONALLY OMITTED

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2.17 ASSIGNMENT REQUIREMENTS/ NOTIFICATION

A minimum lead time of five (5) working days shall be given to the desired starting date for any specific assignment. However, in cases of urgency, lead time may vary. Upon written official notification by Miami-Dade County (the County) and within the specified lead time, the successful primary bidder will provide individual(s) for the job classification(s) requested by the specific department(s) at the time and place requested. If the successful primary bidder fails to provide qualified individual(s) for the assignment, within the specified lead time, the County shall request the services from the secondary bidder. If the secondary bidder fails to provide qualified individual(s) for the assignment, within the specified lead time, the County shall request the services from the awarded tertiary bidder. You say you will award to six.

2.18 BACK ORDER ALLOWANCE – INTENTIONALLY OMITTED

2.19 WARRANTY REQUIREMENTS – INTENTIONALLY OMITTED

2.20 CONTACT PERSONS:

For any additional information regarding the terms and conditions of this solicitation and resultant contract, Contact: Melinda Henderson, at (305) 375-1718, email mhender@miamidade.gov.

2.21 COUNTY USER ACCESS PROGRAM (UAP) (Applicable only where permitted by funding source)

User Access Fee

Pursuant to Miami-Dade County Budget Ordinance No. 03-192, this contract is subject to a user access fee under the County User Access Program (UAP) in the amount of two percent (2%). All sales resulting from this contract, or any contract resulting from this solicitation and the utilization of the County contract price and the terms and conditions identified herein, are subject to the two percent (2%) UAP. This fee applies to all contract usage whether by County Departments or by any other governmental, quasi-governmental or not-for-profit entity.

The vendor providing goods or services under this contract shall invoice the contract price and shall accept as payment thereof the contract price less the 2% UAP as full and complete payment for the goods and/or services specified on the invoice. The County shall retain the 2% UAP for use by the County to help defray the cost of the procurement program. Vendor participation in this invoice reduction portion of the UAP is mandatory.

Joint Purchase

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Only those entities that have been approved by the County for participation in the County's Joint Purchase and Entity Revenue Sharing Agreement are eligible to utilize or receive Miami-Dade County contract pricing and terms and conditions. The County will provide to approved entities a UAP Participant Validation Number. The vendor must obtain the participation number from the entity prior to filling any order placed pursuant to this section. Vendor participation in this joint purchase portion of the UAP, however, is voluntary. The vendor shall notify the ordering entity, in writing, within 3 work days of receipt of an order, of a decision to decline the order.

For all ordering entities located outside the geographical boundaries of Miami-Dade County, the successful vendor shall be entitled to ship goods on an "FOB Destination, Prepaid and Charged Back" basis. This allowance shall only be made when expressly authorized by a representative of the ordering entity prior to shipping the goods.

Miami-Dade County shall have no liability to the vendor for the cost of any purchase made by an ordering entity under the UAP and shall not be deemed to be a party thereto. All orders shall be placed directly by the ordering entity with the vendor and shall be paid by the ordering entity less the 2% UAP.

Vendor Compliance

If a vendor fails to comply with this section, that vendor may be considered in default by Miami-Dade County in accordance with Section 1, Paragraph 1.23 of this contract solicitation and the resulting contract.

2.22 ADDITIONAL JOB CLASSIFICATIONS MAY BE ADDED OR DELETED

Although this Solicitation identifies specific job classifications, it is hereby agreed and understood that additional job classifications may be added or deleted to/from this contract at the option of the County. The Successful Bidder(s) under this contract shall receive from the County the job classification title, the job classification specifications, and Living Wage, for any required additions. The awarded vendors shall be asked to provide a quote for any additional job classifications to be added. The primary, secondary, and tertiary vendors for any new classification will be based on the lowest prices quoted. Additional job classifications will be added to the contract as a separate position or group. Additional classifications cannot be added to any group established in the original solicitation. All job classifications and deletions shall be confirmed in the form of an addendum to the contract. In accordance with Section 1.0 para. 1.9 entitled "Non-Exclusivity" of this Solicitation, the County reserves the right to issue separate solicitations for any job classification(s) not currently specified in this contract or in the event that the Successful Bidder(s) is/are unable to satisfy a request for a new job classification.

2.23 ADDITIONAL VENDOR REQUIREMENTS

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The Successful Bidder(s) will be required to monitor the performance of their employee on a periodic basis while they are assigned to the County. The Successful Bidder(s) is required to comply with the Immigration Reform Act of 1986 (IRCA) which requires all individuals hired after November 6, 1986 to provide employers with proof of citizenship or authorization to work in the United States.

2.24 STATE AND COUNTY REGULATIONS

The Successful Bidder(s) and their employees shall conform to all Federal, State, and County regulations while in performance of their contracts. Any individual found not to conform shall not be allowed to start to work or if started shall be required to leave the job site immediately. Continued violations by any Successful Bidder shall result in the immediate termination of the Successful Bidder contract.

2.25 BANKRUPTCY OR INSOLVENCY OF VENDOR

Upon filing of any bankruptcy or insolvency proceedings by or against the Successful Bidder(s), whether voluntary or involuntary, or upon the appointment of a receiver, trustee, or assignee for the benefit of creditors, the Successful Bidder(s) must notify Miami-Dade County's Department of Procurement Management immediately. Upon learning of the actions herein identified, the County reserves the right at its sole discretion to either cancel or maintain the contract.

2.26 LOCAL OFFICE SHALL BE AVAILABLE

The vendor shall maintain an office within the geographic boundaries of Miami-Dade or Broward Counties, Florida. This office shall be staffed by a competent company representative who can be contacted during normal working hours and who is authorized to discuss matters pertaining to the contract.

2.27 OVERTIME:

In accordance with Section 2.0 para. 2.15 of this Bid Solicitation, the County shall allow overtime payment at a maximum rate of one and a half times the regular hourly wages quoted by the Bidder in its Bid Proposal Form. Overtime applies only after forty (40) hours per week has been completed. This allowance shall only be provided in those instances where expressly authorized by a representative of the County prior to the commencement of the overtime work.

2.29 HOURLY BILLING RATE

The hourly billing rate quoted shall include but not be limited to full compensation, any necessary equipment, Federal Insurance Contribution Act (FICA), Medicare, State Unemployment Tax Act (SUTA), Federal Unemployment Tax Act (FUTA), Worker's Compensation and Liability Insurance, Unemployment Compensation, Administrative,

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Overhead, Profit and any other element of cost or price. This rate is assumed to be at straight-time for all labor, except as otherwise noted. The vendor shall comply with minimum wage standards, and/or any other wage standards specifically set forth in this solicitation and resultant contract, and any other applicable laws of the State of Florida.

2.30 INTERVIEW AND SELECTION

The County shall have the option to request more than one individual at a time for any specific assignment and to interview and select the best candidate for the specific assignment at no cost to the County.

2.31 QUALIFICATIONS

The Successful Bidder(s) will provide individuals who, at a minimum, meet the qualifications and have the knowledge, formal education, training, licenses, skills, and abilities as outlined in the individual job descriptions that are available to all Bidders at their request. If requested by the County department, the Successful Bidder(s) shall provide references, documentation, information concerning the licenses, educational level, and/or employment experience of the individual within one (1) working day after requested by the County department. In the event that any individual assigned to any department in the County by the Successful Bidder(s) is found to be unqualified for his/her specific assignment, the County shall dismiss such employee. Miami-Dade County shall be the sole judge of qualification and its decision shall be final.

2.32 HOLIDAYS

The Successful Bidder(s) shall not provide any personnel to perform services to the County department on holidays officially observed by the County, unless such services are approved by the County. If such services are required on official holidays observed by the County, the County will notify the Successful Bidder(s).

The holidays currently observed by Miami-Dade County are: New Year's Day, Martin Luther King Jr.'s Birthday, President's Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, Friday after Thanksgiving, and Christmas.

2.32 LIMITATIONS OF OPERATIONS

With the expectations noted in the Technical Specifications, and Special Conditions of this solicitation, the Successful Bidder(s) shall provide services any time of the day, any day of the week, as requested by the County. However, the County anticipates that the majority of the services will be needed between the hours of 7:00 a.m. and 5:00 p.m. Mondays through Fridays. In accordance with Section 2.0 para. 2.15, and 2.28, a typical work week shall consist of forty (40) hours.

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2.33 MIAMI-DADE COUNTY LIVING WAGES SUPPLEMENTAL GENERAL CONDITION (Applies to Groups A and B; Group E as applicable)

NOTE: Effective October 1, 2009, the Living Wage rate shall be \$13.01 for employees without qualifying health benefits and \$11.36 per hour for employees with qualifying health benefits which must be a minimum of \$1.65 per hour.

Bidders providing a covered service are advised that the provisions of Section 2-8.9 of the Code of Miami-Dade County (Code) as amended by Ordinance [Governing Legislation], will apply to any contract(s) awarded pursuant to this bid or issuance of a GASP/Permit or other Service Contract agreement by Miami-Dade County Aviation Department. By submitting a bid pursuant to these specifications, a bidder is hereby agreeing to comply with the provisions of Section 2-8.9, and to acknowledge awareness of the penalties for non-compliance. A copy of this Code Section may be obtained online at www.miamidade.gov.

This Supplemental General Condition is organized with the following sections:

1. Definitions
2. Minimum Wages and Posting of Information.
3. Liability for Unpaid Wages; Liquidated Damages; Withholding
4. Payrolls, Records and Reporting
5. Subcontracts
6. Complaints and Hearings; Contract Termination and Debarment

1. DEFINITIONS

- A. "Administrative hearing officer" means a qualified arbitrator appointed by the County Manager to resolve disputes arising from the enforcement of the Living Wage Ordinance.
- B. "Applicable department" means the County department(s) using the service contract.
- C. "Complaint" means any written charge/allegation presented to the Compliance Officer alleging a practice prohibited by the Ordinance.
- D. "Compliance officer" means the County Manager or his/her designee to review compliance with the Governing Legislation or Living Wage Ordinance and the Administrative Order.
- E. "Contract" means an agreement for services covered by the Living Wage Ordinance involving the County or Public Health Trust, or approved by the County, the Procurement Director or his/her designee, or the Public Health Trust or a Permit or Lease agreement with Miami-Dade County Aviation Department.

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- F. "Contracting officer" means the Department of Procurement Management and Public Health Trust staff or any other County personnel responsible for issuing County service contracts.
- G. "County" means the government of Miami-Dade County or the Public Health Trust.
- H. "Covered employee" means anyone employed by any service contractor, as further defined in County Code Section 2-8.9, either full or part time, as an employee with or without benefits that is providing covered services pursuant to the service contractor's contract with the County.
- I. "Covered employer" means any and all service contractors and subcontractors of service contractors providing covered services. Service contractor is any individual, business entity, corporation (whether for profit or not-for-profit), partnership, limited liability company, joint venture, or similar business that is conducting business in Miami-Dade County or any immediately adjoining county and meets the following criteria:
- (1) the service contractor is paid in whole or in part from the County's general fund, capital projects funds, special revenue funds, or any other funds either directly or indirectly, for contracted covered service whether by competitive bid process, informal bids, requests for proposals, some form of solicitation, negotiation, or agreement, or any other decision to enter into a contract; and
 - (2) the service contractor and any subcontractor is engaged in the business to provide covered services either directly or indirectly for the benefit of the County; or
 - (3) the service contractor is a General Aeronautical Service (GASP) Permittee or otherwise provides any of the covered services defined herein at any Miami Dade County Aviation Department facility including Miami International Airport pursuant to a permit, lease agreement or otherwise.
- J. Covered services are services purchased by the County that are subject to the requirements of the Living Wage Ordinance which are one of the following:
- (1) County Service Contracts - Contracts awarded by the County that involve a total contract value of over \$100,000 per year for the following services:
 - (i) food preparation and/or distribution;
 - (ii) security services;

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- (iii) routine maintenance services such as custodial, cleaning, refuse removal, repair, refinishing and recycling;
 - (iv) clerical or other non-supervisory office work, whether temporary or permanent;
 - (v) transportation and parking services including airport and seaport services;
 - (vi) printing and reproduction services; and,
 - (vii) landscaping, lawn and/or agricultural services.
- (2) Services provided to Miami-Dade County Aviation facilities: Any service that is provided by a GASP Permittee to a Miami-Dade County Aviation Department Facility or any other service contractor that provides any of the following services to a Miami-Dade County Aviation Department facility is a covered service without reference to any contract value.
- (i) Ramp Service: Guiding aircraft in and out of Airport; aircraft loading and unloading positions, designated by the Aviation Department; placing in position and operating passenger, baggage and cargo loading and unloading devices, as required for the safe and efficient loading and unloading of passengers, baggage and cargo to and from aircraft; performing such loading and unloading; providing aircraft utility services, such as air start and cabin air; fueling; catering; towing aircraft; cleaning of aircraft; delivering cargo, baggage and mail to and from aircraft to and from locations at any Miami-Dade County Aviation Department facility; and providing such other ramp services approved in writing by the Aviation Department;
 - (ii) Porter Assistance Services: Handling and transportation through the use of porters, or other means, of baggage and other articles of the passengers of contracting air carriers or aircraft operators, upon request of the passenger, in public access areas of the Airport Terminal Complex. The Living Wage shall not apply to employees performing tip-related porter assistance services, including curbside check-in;
 - (iii) Passenger Services: Preparing such clearance documents for the baggage and cargo of aircraft passengers, as may be required by all governmental agencies; furnishing linguists for the assistance of foreign-speaking passengers; passenger information assistance; arranging in-flight meals for departing aircraft with persons or companies authorized by the Department to provide such meals; and providing assistance to handicapped passengers;

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- (iv) Dispatching and Communications Services: Providing ground to aircraft radio communication service; issuing flight clearances; sending and receiving standard arrival, departure and flight plan messages with appropriate distribution of received messages; providing standby radio flight watch for aircraft in flight; and calculation of fuel loads and take-off and landing weights for aircraft;
 - (v) Meteorological Navigation Services: Providing information based on the analysis and interpretation of weather charts; planning aircraft flights in accordance with the latest accepted techniques; providing appropriate prognostic weather charts; and generally providing information appropriate for enroute aerial navigation;
 - (vi) Ticket Counter and Operations Space Service: The operation of ticket counter and airlines' operations space; ticket checking, sales and processing; weighing of baggage; operation of an information, general traffic operations and communications office for air carriers and aircraft operators with whom the Service Contractor has contracted to supply such services;
 - (vii) Janitorial Services;
 - (viii) Delayed Baggage Services;
 - (ix) Security Services unless provided by federal government or pursuant to a federal government contract; and,
 - (x) Any other type of service that a GASP permittee is authorized to perform at any Miami-Dade County Aviation Department Facility will be considered a covered service, regardless of whether the service is performed by a GASP permittee or other service contractor.
 - (xi) In warehouse cargo handlers.
- K. "Debar" means to exclude a service contractor, its individual officers, its principal shareholders, its qualifying agent or its affiliated businesses from County contracting and subcontracting for a specific period of time, not to exceed five (5) years, pursuant to section 10-38 of the Code of Miami-Dade County.
- L. "Living wage" means the minimum hourly pay rate with or without a health benefit plan as further described in Section 2-8.9 of the Code of Miami-Dade County and as indexed from year to year.

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- M. “Living Wage Commission” means a fifteen person advisory board established by the County Commission for the purpose of reviewing the effectiveness of the Living Wage Ordinance, reviewing certifications submitted by covered employers, reviewing quarterly reports on complaints filed by employees and making recommendations to the County Mayor and Commission.
- N. “Project manager” means the person assigned under a contract, usually a department director of the using agency or his/her designee, who has primary responsibility to manage the contract and enforce contract requirements.

2. MINIMUM WAGES AND POSTING OF INFORMATION

- A. All covered employees providing covered services shall be paid a living wage in accordance with the current rate for the given year in the manner provided for herein for the adjustment of the Living Wage rate. When the covered employer seeks to comply with the Code by choosing to pay the wage rate applicable when also providing a qualifying Health Benefit Plan, such health benefit plan shall consist of a per hour contribution towards the provision of a Health Benefit Plan for employees and, if applicable, their dependents in accordance with the current rate for the given year. Proof of the provision of such a health benefit plan must be submitted to the awarding authority to qualify for the wage rate for employees with a health benefit plan.
- B. The minimum amount of payment by a Service Contractor for the provision of a Health Benefit Plan on a per-hour basis will be calculated based on a maximum of a 40-hour work week. Overtime hours will not require additional payments towards the provision of a health benefit plan. If the service contractor pays less than the required amount for provision a health benefit plan provided in this section, then the service contractor may comply with the Living Wage requirements by paying the difference between the premium it pays for the health benefit plan of the Covered Employee and the minimum amount required by this section for a qualifying health benefit plan. The service contractor may require that all employees enroll in a health benefit plan offered by the service contractor, provided that the employee is not required to pay a premium contribution for employee-only coverage. Health Benefit Plan for purposes of this section shall qualify if it includes the benefits contained in a standard health benefit plan meeting the requirements set forth in §627.6699(12)(a)Florida Statutes.
- (1) To the extent a Covered Employer seeks to pay the lower Living Wage rate for employers providing a qualifying Health Benefit Plan during the initial eligibility period applicable to new employees, the

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Living Wage requirement may be complied with as follows during the eligibility period:

- i. A Covered Employer may only qualify to pay the Living Wage rate applicable to employees with a Health Benefit Plan for a term not to exceed the first ninety (90) days of the new initial employee's eligibility period, said term commencing on the employee's date of hire.
 - ii. If the Covered Employee is not provided with a qualifying Health Benefit Plan within ninety (90) days of initial hire, then the Covered Employer, commencing on the ninety-first (91) day of the new employee's initial eligibility period, must commence to pay the applicable Living Wage rate for Covered Employees without a Health Benefit Plan and must retroactively pay the Covered Employee the difference between the two Living Wage rates for the term of the eligibility period.
- C. Pursuant to Section C of County Code Section 2-8.9, the Living Wage rate must be annually indexed based on the Consumer Price Index (CPI) calculated by the U.S. Department of Commerce as applied to the County of Miami-Dade.
- D. Covered employees shall be paid by company or cashier's check, not less than bi-weekly, and without subsequent deduction or rebate on any account. The covered employer shall pay wage rates in accordance with federal and all other applicable laws such as overtime and similar wage laws.
- E. Covered employers must post in a visible place on the site where such contract work is being performed, a notice specifying the (1) wages/benefits to be paid; (2) the amount of liquidated damages for any failure to pay such specified combined overall hourly wage rate and benefits; and (3) the name and address of the responsible official in Miami-Dade County to whom written complaints should be sent. Posting requirements will not be required where the employer prints the following statements on the front of the covered employee's paycheck and every six months thereafter: "You are required by Miami-Dade County law to be paid at least [insert applicable rate under this Chapter] dollars an hour. If you are not paid this hourly rate, contact your supervisor or a lawyer." All notices will be printed in English, Spanish and Creole. Any complaints of underpayment must be filed in writing with the Director of the Department of Business Development, 111 Northwest First Street, 19th Floor, Miami, Fl., 33128, (305) 375-3134.
- F. Covered employers must refrain from terminating or otherwise retaliating against an employee performing work on the contract even though a

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complaint of practices has been filed by the employee or other investigative or enforcement action is being taken regarding such service contractor.

3. LIABILITY FOR UNPAID WAGES; PENALTIES; WITHHOLDING

- A. In the event of any underpayment of required wage rates, the contractor may be liable to the underpaid employee for the amount of such underpayment within thirty (30) days of the findings of violation. Covered employers found to be in violation of the requirements of Section 2-8.9 may also be required to pay liquidated damages of up to \$500 to the County for each employee of the covered employer who performs any portion of the contract work for each week, or portion thereof, that is paid less than the specified applicable living wage rate. Request for appeals of violations must be filed in writing with the compliance officer within ten (10) days of receipt of the violation.
- B. Any wages not collected by underpaid employees shall be remitted, by the employer responsible for paying the wage debt, to the Department of Business Development (DBD) for depository into the DBD Trust Fund. Proceeds from the "Trust Fund" shall be held for one (1) year and if not claimed by the underpaid employee, shall be transferred to the State of Florida.
- C. The County may withhold from a service contractor any moneys payable on account of work performed under the contract, such sums as may be determined to be necessary to satisfy any liabilities for unpaid wages and penalties as provided herein. In order to preserve the rights of the affected workers under Section 2-8.9, the project manager may withhold or cause to be withheld from the service contractor under this agreement so much of the accrued payments or advances as may be considered necessary to pay employees of the covered employer the full amount of wages required by the contract. In the event of failure to pay any covered employee, employed or working on the project, all or part of the wages required by the contract, the project manager may, after written notice to the service contractor, take such action as may be necessary to cause the suspension of any further payment, until such violations have ceased. The withheld monies shall be remitted to the covered employee only in accordance with the provisions of Section 6, "Complaints and Hearings; Contract Termination and Debarment".
- D. In addition to the payment of penalties and backwages, repeat offenders may be debarred from doing business with the County for a period of up to five years and/or have their contracts terminated.
- E. A covered employer who fails to respond to a notice of non-compliance, fails to attend a Compliance Meeting, or who does not timely request an administrative hearing from an adverse compliance determination made by DBD after a Compliance Meeting shall be deemed not to have complied with

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the requirements of this section as stated in the notice or determination of non-compliance. Once the determination is made by DBD, the notice or determination of non-compliance will stand. In the case of underpayment of the Living Wage required, an amount sufficient to pay any underpayment shall be withheld from contract proceeds and remitted to the employee and the covered employer may be fined the applicable penalty for such underpayment as follows. In the case of underpayment of the required Living Wage rate, the amount equal to the amount of such underpayment may be withheld from the covered employer and remitted to the employee and in addition, the covered employer may also be fined for such non-compliance as follows:

- (1) For the first underpayment, a penalty in an amount equal to 10% of the amount;
- (2) For the second underpayment, a penalty in an amount equal to 20% thereof;
- (3) For the third and successive underpayments, a penalty in an amount equal to 30% thereof;
- (4) A fourth violation shall constitute a default of the subject contract and may be cause for suspension or termination in accordance with the contract's terms and debarment in accordance with the debarment procedures of the County.

Monies received from payment of penalties imposed hereunder shall be deposited in a separate account and shall be utilized solely to defray DBD's costs of administering the Living Wage provisions. If the required payment is not made within a reasonable period of time, the non-complying Covered Employer and the principal owners thereof shall be prohibited from bidding on or otherwise participating in County Living Wage contracts for a period of three (3) years.

4. PAYROLL; RECORDS; REPORTING

- A. Each covered employer shall maintain payrolls for all covered employees and records relating thereto and shall preserve them for a period of three (3) years. The records shall contain: the name and address of each covered employee, the job title and classification, the number of hours worked each day, the gross wages earned and deductions made; annual wages paid; a copy of the social security returns and evidence of payment thereof; if applicable, a record of health benefit payments including contributions to approved plans; and any other data or information the Living Wage Commission or compliance officer should require from time to time.
- B. The service contractor shall provide a certificate to the applicable department, with every invoice or requisition for payment, that includes the name, address, and phone number of the covered employer, a local contact person, and the

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specific project for which the service contract is sought; the amount of the contract and the applicable department the contract will serve; a brief description of the project or service provided; a statement of the wage levels for all employees; and a commitment to pay all employees a living wage as set forth in the contract specifications; and the name and social security number of every employee that provided service for that requisition for payment.

- C. The covered employer shall submit the information required hereunder every six (6) months, to the applicable department a complete payroll showing the employer's payroll records for each covered employee working on the contract for covered services for one payroll period.
- D. The covered employer shall file with the applicable department, every six months, reports of employment activities to be made publicly available, including: race and gender of employees hired and terminated; zip codes of employees hired and terminated; and wage rates of employees hired and terminated.
- E. The covered employer shall make the records required to be kept hereunder available for inspection, copying or transcription by an authorized representative of the County, and shall permit such representative to interview employees during working hours on the job. Failure to submit the required reports upon request or to make records available may be grounds for debarment. The service contractor is responsible for the submission of the information required hereunder and for the maintenance of records and provision of access to same by all subcontractors.

5. **SUBCONTRACTS**

The service contractor shall insert in any subcontracts the clauses set forth in paragraphs 1 through 6 of this provision and also a clause requiring the subcontractors to include these clauses in any subcontracts. The service contractor shall be responsible for compliance by any subcontractor with the clauses set forth in paragraphs 1 through 6 of this provision.

6. **PROCEDURES FOR APPEAL THROUGH ADMINISTRATIVE HEARING OFFICER PROCESS; CONTRACT TERMINATION AND DEBARMENT**

- A. Appeals of findings of violation and imposition of penalties by the compliance officer shall be heard by an administrative hearing officer. Upon the receipt of a written appeal, the compliance officer shall notify the County Manager in writing and the County Manager shall appoint an administrative hearing officer and set a time for an administrative hearing. Failure to appeal within the specified time shall be considered a waiver of the appeal process provided for in Section 3.A and an admission of the complaint/violation.

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- B. Notification of hearing date shall be served by the compliance officer upon the covered employer against whom the complaint is made within ten (10) working days of the appointment of the administrative hearing officer. Such notice shall be by certified mail, return receipt requested. Such notice shall include:
- 1) A copy of the written complaint, including reasons and causes for the proposed administrative hearing outlining alleged prohibited practices upon which it is based;
 - 2) The penalties assessed;
 - 3) That an administrative hearing shall be conducted before an administrative hearing officer on a date and time not to exceed thirty (30) business days after service of the notice. The notice shall also advise the covered employer that they may be represented by an attorney, may present documentary evidence and verbal testimony, and may cross-examine or rebut evidence and testimony presented against them; and,
 - 4) A description of the effect of the issuance of the notice of the proposed administrative hearing and the potential effect(s) of this administrative hearing.
- C. The compliance officer or his/her designee shall, with the assistance of the project manager, present evidence and arguments to the administrative hearing officer.
- D. No later than seven (7) days prior to the scheduled hearing date, the covered employer must furnish the compliance officer a list of the defenses the covered employer intends to present at the administrative hearing. If the covered employer fails to submit such list, in writing, at least seven (7) days prior to the administrative hearing, or fails to seek an extension of time within which to do so, the covered employer shall be deemed to have waived the opportunity to be heard at the administrative hearing. The administrative hearing officer shall have the right to grant or deny an extension of time, and the decision may only be reviewed upon an abuse of discretion.
- E. Hearsay evidence shall be admissible at the administrative hearing, but shall not form the sole basis for finding a violation of Section 2-8.9. The administrative hearing shall be transcribed, taped or otherwise recorded by a court reporter, at the election of the administrative hearing officer and at the expense of the County. Copies of the hearing tape or transcript shall be furnished at the expense and request of the requesting party. The cost of such transcription may be assessed, by the hearing officer, against a service contractor that has been found to violate Section 2-8.9.

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- F. In addition to the payment of penalties and back wages, the County Manager may debar, for a period not to exceed three (3) years, a service contractor or subcontractor and the principal owners and/or qualifying agents thereof found to have violated the requirements of Section 2-8.9 a second time. If the County Manager determines a covered employer failed to comply with these provisions a forth time, the non-complying covered employer's service contract with the County may be terminated.
- G. The County Manager may order the withheld amount equal to any underpayment remitted to the employee. In addition, the County Manager may order payment of a penalty to the County. If the required payment is not made within a reasonable period of time, the County Manager may order debarment as described above.

A breach of the clauses contained in this Supplemental General Condition shall be deemed a breach of this contract/ Permit or Lease Agreement and may be grounds for termination of the contract, Permit or Lease Agreement and grounds for debarment, and any other remedies available to the County.

2.34 PURCHASE ORDERS

A "Master" Blanket Purchase Order (BPO) and subsequent Purchase Orders from the said BPO will be issued against the contract resulting from this solicitation. It is understood and agreed that the contract shall be deemed to be awarded and validity entered into between the Successful Bidder(s) and the County, at the time that the BPO is issued.

2.36 CONFIDENTIALITY

In accordance with all applicable laws, regulations, and procedures, the Successful Bidder(s) and the individuals provided by the contractor shall maintain strict confidentiality of all information and records which the Successful Bidder(s) or the individuals provided by the Successful Bidder(s) may come in contact or be privy to in the course of providing services. The Successful Bidder(s) and the individuals provided by the Successful Bidder(s) shall affirm, in writing, that confidential information shall not be disclosed either during or after the provision of services or following the termination of the contract or of an individual's employment with the Successful Bidder(s).

NOTE: All Successful Bidder(s) employees selected for County for assignments must be informed by the Successful Bidder(s) in writing of this policy.

2.37 BIDDER'S EXPENSE

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All expenses associated with providing the services specified herein shall be included in the price stated on the Bid Proposal. No other payment or reimbursement will be made to the Bidder.

2.38 DRUG AND ALCOHOL TESTING

The Successful Bidder(s) must provide drug and alcohol testing of all personnel supplied by the Successful Bidder(s) to the County, and proof of drug and alcohol test prior to the acceptance of any personnel approval for an assignment. The Successful Bidder(s) shall bear all costs associated with the initial drug test. Drug and alcohol testing must be performed in accordance with Miami-Dade County's Drug Testing Protocol (see Attachment B). The Successful Bidder(s) employees must test negative in order to begin to work.

Miami-Dade County's Random Drug Testing Policy will apply to the Successful Bidder's(s') employees while working on an assignment. Miami-Dade County user department(s) will be responsible for the cost of the random drug testing and the Successful Bidder(s) employee will be paid at his/her regular hourly rate for the time spent in random drug testing. Random drug testing is the only exception to the Successful Bidder(s) bearing all cost associated with providing the services requested through this Invitation to Bid. Should any Successful Bidder's (s') employee test positive during random drug testing, the Successful Bidder's (s') employee assignment with Miami-Dade County will be terminated immediately.

Any Successful Bidder's employee who tests positive for drugs or alcohol will not be re-submitted as a candidate for any County assignment. All Successful Bidder's employees selected as candidates for assignments must be informed by the Successful Bidder, in writing of these policies.

2.39 CRIMINAL HISTORY BACKGROUND CHECKS

Prior to hiring any temporary employee, the County, at its own expense, shall conduct a comprehensive criminal background check by accessing the Florida Department of Law Enforcement's (FDLE) Volunteer and Employee Criminal History System (VECHS). The County, through the VECHS program shall request fingerprint based criminal history background checks for all contingent personnel hired under this contract. Through the VECHS program, the FDLE and the Federal Bureau of Investigation (FBI) will provide state and national fingerprint based criminal history information on applicants. All contingent personnel will be required to sign an authorization for the County to access criminal background information. All costs shall be borne by the County. Temporary agency personnel may not commence performance under this contract until notice of acceptability has been provided by the County.

2.40 DRUG SCREENING/BACKGROUND CHECK ADDITIONAL INFORMATION:

The Count reserves the right to request, at its' expense, a background check and drug screening for any temporary worker whose background check and drug screening was

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conducted more than twelve (12) months prior to the initial background check and drug screening.

2.41 INTENTIONALLY OMITTED

2.42 PARKS AND RECREATION – SPECIAL REQUIREMENTS

Temporary employees assigned to Miami-Dade Parks and Recreation Department must undergo a national criminal background check in accordance with Resolution 71-05 and Chapter 26, Section 39 of Parks Rules and Regulations. Miami-Dade Parks and Recreation Department will bear the costs of conducting the national criminal background check.

Furthermore, employees assigned to the Parks and Recreation Department must also be available to provide clerical support, to include monitoring and tracking expenditures for the Federal Emergency Management Agency (FEMA) in the event of a storm or hurricane.

2.43 COUNTY EMPLOYMENT

In accordance with Administrative Order No. 7-35, individuals who were placed in the County, through a employment agency provided they have been continuously employed in a satisfactory manner for at least six (6) months in the same position, shall have the right to apply for regular County positions in accordance with the County's standard recruitment procedures as if they were County temporary employees who have developed a unique familiarity with County operations and performed in a satisfactory manner to regular County employment imposed by the County Manager. All personnel hired by the County through an employment agency shall be subject to the County's legally mandated employment requirements to include fair employment and the County's pre-employment physical examination policy.

2.45 ADMINISTRATIVE REPORTS - MONTHLY

Consistent with the administrative needs of Miami-Dade County, certain relevant data regarding purchases of goods and/or services under County contracts is to be gathered and maintained. Accordingly, each vendor awarded any County contract is to submit monthly report(s) to Miami-Dade County as to the nature of the goods and/or services purchased from them by the County during the preceding month.

The monthly report(s) shall be submitted in the following format to include the following: department, employee name, classification, employee hourly pay rate, contracted billing rate, total number of employees for each position, and indicate whether or not the position is the same from the previous month.

EXAMPLE:

June 2010

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<u>Department</u>	<u>Employee Name</u>	<u>Classification</u>	<u>Employee Hourly Pay Rate</u>	<u>Contracted Billing Rate</u>	<u>Total # of Employees per Position</u>	<u>Same Position from Previous Month</u>
Aviation	Jane Doe	Clerk 1	\$10.00	\$15.00	5	yes

The report(s) is to be submitted by email to Melinda Henderson, Sr. Procurement Contracting Agent or designee to the following address: mhender@miamidade.gov.

The report(s) shall be submitted no later than fifteen (15) business days after the expiration of the preceding month of each contract period. Failure to submit such report(s) in a timely manner may be considered a breach of performance and may result in the termination of the Successful Bidder(s) contract.

2.46 AVAILABILITY OF CONTRACT TO OTHER COUNTY DEPARTMENTS

Although this Solicitation is specific to a County Department, this solicitation is not specific to one department. it is hereby agreed and understood that any County department or agency may avail itself of this contract and purchase any and all items specified herein from the successful bidder(s) at the contract price(s) established herein. Under these circumstances, a separate purchase order shall be issued by the County, which identifies the requirements of the additional County department(s) or agency (ies).

2.47 MIAMI-DADE HOUSING (MDHA) EXEMPTION TO CERTAIN CLAUSES

The contract to be awarded under this solicitation will be accessed by the Miami-Dade Housing Authority (MDHA). As a Federally-funded agency, certain clauses within this solicitation do not apply to that Department's allocation:

Section 1 Paragraph 1.10 (Local Preferences), Section 1 Paragraph 1.26 (Office of the Inspector General), Section 2 Paragraph 2.2 (Small Business Contract Measures), and Section 2 Paragraph 2.21 (County User Access Program - UAP).

2.48 COUNTY CONTRACTORS EMPLOYMENT AND PROCUREMENT PRACTICES

By accepting this contract, the Bidder is indicating compliance with Ordinance No. 98-30.

This ordinance states that entities with annual gross revenues in excess of \$5,000,000 seeking to contract with the County shall, as a condition of receiving a County contract, have: i) a written affirmative action plan which sets forth the procedures the entity utilizes to assure that it does not discriminate in its employment and promotion practices; and, ii) a written procurement policy which sets forth the procedures the entity utilizes to assure that it does not discriminate against minority and women owned businesses in its own procurement of

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goods, supplies and services. Such affirmative action plans and procurement policies shall provide for periodic review to determine their effectiveness in assuring the entity does not discriminate in its employment, promotion and procurement practices. The foregoing notwithstanding, corporate entities whose boards of directors are representative of the population make-up of the nation shall be presumed to have non-discriminatory employment and procurement policies, and shall not be required to have written affirmative action plans and procurement policies in order to receive a County contract. The foregoing presumption may be rebutted.

2.49 MERIT INCREASES

If the Successful Bidder(s) employee(s) has been assigned to the County Department under the same job classification for at least twelve (12) consecutive months, the County Department may award a discretionary pay increase to the Successful Bidder(s) employee.

It is understood that this is an increase for those employees that display an outstanding performance. This increase shall not exceed five percent (5%) of the employee's regular hourly pay rate and may be awarded once per year. All pay increases must be approved by the Director of the Office of Strategic Business Management (OSBM) and the Director of the Human Resources Department.

2.50 LIMITATION OF SERVICES

In accordance with Administrative Order No. 7-35, the appointment of contractual agency employees which are expected to exceed six (6) months shall be approved by the Director of the Office of Strategic Business Management (OSBM) and the Director of the Human Resources Department (HR). Any positions that the hiring department deems necessary to continue under contract for a period greater than one year shall require a review by the Office of Strategic Business (OSBM) and Human Resources Department (HR) to determine whether the establishment of regular County positions properly classified by the Human Resources Department is necessary and in the best interest of the county.

2.51 APPENDIX TO SECTION 2 (Applicable to Groups B and D)

SECTION 3 OF THE HUD ACT OF 1968 (APPLICABLE TO MIAMI-DADE PUBLIC HOUSING AGENCY ONLY)

CONE OF SILENCE EXEMPTION. **NEW**

MDPHA staff and bidders may communicate orally while a bid is in progress and prior to award of bid to clarify Section 3 definitions, requirements and business preference procedures, pursuant to the Miami-Dade Commission on Ethics opinion on March 10, 2004.

I. GENERAL REQUIREMENTS

This contract is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968 and the implementing regulations in 24 Code of Federal Regulations (CFR) Part 135, as amended by interim rule published on June 30, 1994 (59 FR 33866).

SECTION 2 SPECIAL CONDITIONS

(Bidders interested in receiving copy of this regulation may fax their request to Miami-Dade Public Housing Agency (MDPHA) Office of Compliance at 786-469-4151. Section 3 requires that, to the greatest extent feasible and consistent with Federal, State and local laws and regulations, job training, employment, and contracting opportunities be directed to low and very-low income persons. Contractors must familiarize themselves with Section 3 regulations and requirements.

This contract is also subject to federal affirmative marketing plan requirements, which require the contractor to take all necessary affirmative marketing steps to ensure small, minority and women-owned business enterprises are used only, if subcontracting is applicable to this contract.

II. SECTION 3 DEFINITIONS

The term “Section 3 business” is defined as follows:

Firms owned by Miami-Dade County (M-DC) residents who meet M-DC’s low income household limits (see “Miami-Dade Income Limits”) or whose firms include 30% of these persons as full-time employees.

The term “new hires” is defined as follows:

New hires means full-time employees for permanent, temporary or seasonal employment opportunities and include, but are not necessarily limited to, all management, maintenance, clerical and administrative jobs arising in connection with the development(s) stipulated in the contract award.

The term “Section 3 Resident” is defined as follows:

A **Section 3 Resident** is an individual who lives in Miami-Dade County and (a) is a resident of public housing; **or** (b) is a resident of another federally assisted housing program (Section 8, Section 202, etc.); **or** is a current recipient or participant in a public assistance program (TANF, JTPA, etc.); **or** (c) whose family household income meets the definition of a low-or very-low income family (see no. 5, below).

The current Miami-Dade Income Limits are as follows:

MIAMI-DADE 2009 INCOME LIMITS

	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons
*Very Low Income (50%)	\$23,600	\$26,950	\$30,350	\$33,700	\$36,400	\$39,100	\$41,800	\$44,500
** Low-Income (80%)	\$37,750	43,100	\$48,500	\$53,900	\$58,200	\$65,500	\$66,850	\$71,150

III. SECTION 3 BID PREFERENCE TERMS AND REQUIREMENTS

Preference in the award of MDPHA requests for quotes under this contract will be provided as follows:

1. Bids are being solicited from all businesses. If no responsive bid by a MDPHA pre-certified Section 3 business meets the “X” factor, as defined below, the contract may be awarded to the lowest responsive, responsible bidder.

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2. Where applicable, an award will be made to the LOWEST responsive, responsible pre-certified Section 3 business, with the highest priority ranking, as stipulated under Section III, “Section 3 Business Priority Rankings”, if that bid: is within the maximum total contract price established in MDPHA’s budget, and is not more than “X” higher than the total bid price of the lowest responsive bid from any responsible bidder. “X” is determined as follows:

Bid Amount	X = Lesser of:
When the lowest responsive bid is less than \$100,000	10% of that bid, up to \$9,000
When the lowest responsive bid is between:	
\$100,000, but less than \$200,000	9% of that bid, up to \$16,000
\$200,000, but less than \$300,000	8% of that bid, up to \$21,000
\$300,000, but less than \$400,000	7% of that bid, up to \$24,000
\$400,000, but less than \$500,000	6% of that bid, up to \$25,000
\$500,000, but less than \$1 million	5% of that bid, up to \$40,000
\$1 million, but less than \$2 million	4% of that bid, up to \$60,000
\$2 million, but less than \$4 million	3% of that bid, up to \$80,000
\$4 million, but less than \$7 million	2% of that bid, up to \$105,000
\$7 million or more	1 % of lowest/responsive bid, with no dollar limit

3. For information on how to become a MDPHA-certified Section 3 business, download application at www.miamidade.gov/housing/section3 or fax, MDPHA Office of Compliance, at 786-469-4151.
4. **In order for bidder to qualify for a Section 3 contracting preference**, bidder must be pre-certified by MDPHA as a Section 3 business, at least two weeks prior to the bid opening date, and submit **Document 00200-B, “Section 3 Business Preference Claim”** (Attachment 2) with bid quote.
5. Section 3 businesses are required to comply with procedures listed under Section IV, “Section 3 Required Documents to Be Submitted with Each MDPHA Bid (When Subcontracting is Not Applicable)”, page 3, and Section VI “Section 3 Required Contractor and Subcontractor Post-Award Procedures (MDPHA Projects Only)”.
6. **SECTION 3 BUSINESS PRIORITY RANKINGS:** (The highest priority ranking (PR) is #1.)
- PR#1:** 51% or more owned by MDPHA public housing residents, or whose full-time, permanent work force includes 30 percent of these persons as employees (**Category 1 Businesses**);
- PR#2:** Business owners who are or were participants (within last three years) in HUD Youth build programs currently operating in Miami-Dade County. For more information, contact YWCA of Greater Miami, Inc., at 305- 377-9922, or Fax 305-373-9922 (**Category 2 Businesses**);
- PR#3:** 51% or more owned by residents of a federally assisted housing program, such as Section 8, Section 202, HOME, etc., or whose full-time, permanent work force includes no less than 30 percent of those persons as employees (**Category 3 Businesses**);
- PR#4:** a) 51 percent or more owned by low or very low-income persons who reside in Miami-Dade County; or whose permanent, full-time work force includes no less than 30 percent of low-income Miami-Dade County persons as employees,

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including persons that are not currently low or very low-income persons but were low or very- low-income persons, as long as the date of first employment with the business concern has not exceeded a period of three years (see Section II. no. 4", for current Miami-Dade low and very-low income limits); **or**

b) Provide evidence of a commitment to subcontract in excess of 25 percent of the total amount of subcontracts to be awarded to business concerns identified under Priority # 1 (category 1 businesses only (PR#4 a and b above are **Category 4 Businesses**).

IV. SECTION 3 REQUIRED DOCUMENTS TO BE SUBMITTED WITH EACH MDPHA BID (WHEN SUBCONTRACTING IS NOT APPLICABLE)

This contract is a Section 3 covered activity (Miami-Dade Public Housing Agency (MDPHA) only). Section 3 requires that job training, employment and contracting opportunities be directed toward low and very-low income persons and to businesses that provide economic opportunities to those persons.

All bidders are required to execute and submit Document 00400, "Section 3 Economic Opportunity and Affirmative Marketing Plan (Plan)", with the bid (see Appendix Attachment 1). An executed Plan document is the bidder's certification that he or she will take all necessary affirmative marketing steps required, in connection with MDPHA project award, to (a) meet Section 3 training and employment goals, where feasible, when filling vacant or new positions resulting from MDPHA awards, and also seek to recruit qualified minorities and women to fill vacant or new positions resulting from MDPHA awards; and (b) meet Section 3 subcontract goals and ensure small minority and women subcontractors are used (where applicable is permitted).

V. SECTION 3 OPTIONAL DOCUMENT (TO BE SUBMITTED WITH BID)

Bidders who wish to claim a Section 3 bid preference, are required to submit *Document 00200-B, "Section 3 Business Preference Claim"* (Attachment 2), with the bid (see Section II., Section 3 Bid Preference Terms and Requirements, page 2). Only bidders who have been pre-certified by MDPHA as a Section 3 business shall be eligible to claim a Section 3 business preference.

VI. SECTION 3 POST-AWARD PROCEDURES (MDPHA PROJECTS ONLY)

1. The contractor must submit required MDPHA post-award forms (presented at a MDPHA post-award meeting), during the performance of the contract in the frequency and format requested by MDPHA.
2. Contractor will be required to submit documentation to MDPHA of efforts and results made to train and employ Section 3 residents (resulting from MDPHA awards only) in accordance with his or her Plan during the performance of the contract in the format and frequency required by MDPHA.
3. Contractor, including any Section 3, small, minority or women-owned business concern awarded work through this MDPHA project, must commit to train and employ qualified Section 3 residents (only where vacant or new positions exist in connection with this award) to the greatest extent feasible, not less than **30% of the total number of new hires, but no less than one, whichever is greater**, within their labor force during the term of the contract, in the priority order indicated under Section VII, "Section 3 Resident Priority Order for Training and Employment Opportunities", no.8, below.

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4. Contractor is also required to undertake efforts to hire public housing, Section 8 and other Section 3 residents (only where vacant or new positions exist in connection with this award), in part-time positions, for permanent, temporary, or seasonal employment.
5. In addition to nos. 1 and 2 above, contractors must solicit to all minorities and women when filling vacant or new full-time or part-time positions generated through MDPHA projects.
6. Contractor must explain to all job applicants how to claim a Section 3 preference (using MDPHA forms provided at each pre-construction meeting) and show them the Miami-Dade income chart, included under Section II, page 1.
7. When there is a need for new hires, contractor must include Section 3 preference language in job news ads, flyers, and community notice. Notices must be placed at the site where work is to take place and in the surrounding community.
8. When there is a need for new hires resulting from MDPHA awards, contractor must carry out recruitment in accordance with the training and employment recruitment requirements listed in Contractor's Plan (see Document 00400, Attachment 1).

VII. SECTION 3 RESIDENT PRIORITY ORDER FOR TRAINING AND EMPLOYMENT OPPORTUNITIES

1. MDPHA public housing residents (Category 1 residents);
2. Participants in HUD Youth build programs currently operating in Miami-Dade County. For more information, contact YWCA of Greater Miami, Inc. at 305-377-9922, or Fax 305-373-9922 (Category 2 residents);
3. Recipients of federal government housing assistance programs, such as Section 8, Section 202, HOME, etc., or who are participants in a federally funded job training program, such as J.T.P.A., etc. (Category 3 residents); or
4. Other individuals who reside in Miami-Dade County, and meet the definition of a low, or very low-income person, as defined, in the current Miami-Dade Income limits (Category 4 residents).

VIII. WELFARE-TO-WORK TAX INCENTIVE AND WORK OPPORTUNITY TAX CREDIT PROGRAM

For information and application assistance, contact the South Florida Workforce, at 305-693-2060, 7900 NW 27 Avenue, Miami, FL 33147.

IX. SECTION 3 CLAUSE

The *Section 3 Clause* found at Section 3 regulation, 24 CFR Part 135, p.135.38, must be included in all Section 3 covered contracts. The awarded contractor and subcontractors (where applicable) will be bound by its provisions and the *Clause* and must be included in all subcontractor agreements.

SECTION 3 CLAUSE

- a. The work to be performed under this contract is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (Section 3). The purpose of Section 3 is to ensure that the employment and other economic opportunities generated by HUD assistance of HUD-assisted projects covered by Section 3, shall, to the greatest extent feasible, be directed to low and very low income persons, particularly persons who are recipients of HUD assistance for housing.

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- b. The parties to this contract agree to comply with HUD's regulations in 24 CFR Part 135, which implement Section 3. As evidenced by their execution of this contract, the parties to this contract certify that they are under no contractual or other impediment that would prevent them from complying with the Part 135 regulations.
- c. The contractor agrees to send to each labor organization or representative of workers with which the contractor has a collective bargaining agreement or other understanding, if any, a notice advising the labor organization or worker's representative of the contractor's commitments under this section 3 clause, and will post copies of the notice in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the Section 3 preference, shall set forth minimum number and job titles subject to hire, availability of apprenticeship and training positions, the qualifications for each; and the name and location of the person(s) taking applications for each of the positions; and the anticipated date the work shall begin.
- d. The contractor agrees to include this Section 3 clause in every subcontract subject to be in compliance with regulations in 24 CFR Part 135, and agrees to take appropriate action, as provided in an applicable provision of the subcontract or in this Section 3 clause, upon a finding that the subcontractor is in violation of the regulations in 24 CFR Part 135. The contractor will not subcontract with any subcontractor where the contractor has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 CFR Part 135.
- e. The contractor will certify that any vacant employment positions, including training positions, that are filled (1) after the contractor is selected but before the contract is executed; and (2) with persons other than those to whom the regulations of 24 CFR Part 135 require employment opportunities to be directed, were not filled to circumvent the contractor's obligations under 24 CFR part 135.
- f. Noncompliance with HUD's regulations in 24 CFR Part 135 may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD assisted contracts.
- g. With respect to work performed in connection with Section 3 covered Indian housing assistance, Section 7(b) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 450e) also applies to the work to be performed under this contract. Section 7(b) requires that to the greatest extent feasible (i) preference and opportunities for training and employment shall be given to Indians, and (ii) preference in the award of contracts and subcontracts shall be given to Indian organizations and Indian-owned Economic Enterprises Parties to this contract that are subject to the provisions of Section 3 and Section 7(b) agree to comply with Section 3 to the maximum extent feasible, but not in derogation of compliance with Section 7(b).

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SPECIAL CONDITIONS

Page 1 of 2 DOCUMENT 00400 ATTACHMENT 1

Section 3 Economic Opportunity and Affirmative Marketing Plan (Plan)

Firm Name: _____ Contact Name: _____

The individual above, (consultant), is responsible for planning, implementing and tracking firm's Section 3 (S-3) and affirmative marketing training, employment and contracting goals applicable to Miami-Dade Public Housing Agency (MDPHA) projects and must comply with United States Housing and Urban Development's (USHUD) S-3 regulation at 24 CFR Part 135.

Recruitment Procedures Required to Fill Vacant or New Contractor or Consultant or Subcontractor Positions (only if subcontracting is permitted) Resulting from all MDPHA Project Awards

1. The MDPHA Section 3 Coordinator may assist by providing referrals for economic opportunities from public housing, other housing program recipients and Section 3 residents.
2. Advertise at job site and surrounding neighborhood for targeted workers and use *Document 00404, "Section 3 Language for News Ads, Flyers and Job Notices"* in all job notices & flyers.
3. Schedule a time and place convenient for public housing, other S-3 residents (listed under no. 1 above), minorities and women to complete job applications.
4. Contact YWCA of Greater Miami, Inc. at 305-377-9922, or fax 305-373-9922, for HUD Youth build employment referrals.
5. Send notices about S-3 training and employment obligations and opportunities required for Miami-Dade Public Housing Agency projects to labor organizations, where applicable (review *Section 3 Clause*).
6. Present *Document 00401, "Section 3 Resident Preference Claim Form"* to all job applicants, explaining S-3 residents will receive preference in the recruitment process, if they meet minimum job eligibility criteria.
7. Ensure applicants that claim a S-3 preference provide proof as described in Document 00401, or complete *Document 00402, "Section 3 Resident or Employee Household Income Certification Form"* (Public housing residents must receive the highest preference points during the interview/selection process.)
8. Consultant and sub consultants are required to: (a) establish files to document all recruitment efforts and results when filling vacancies or new positions in connection with MDPHA projects; (b) use Document 00403, "Training & Employment Outreach Documentation" form to document agency referral responses, and (c) produce evidence of recruitment efforts to MDPHA as requested.
9. Consultant is responsible for collection of sub consultant(s) training and employment documentation outreach efforts (described under no. 8), new hire reports (required) and weekly employment forms (only when sub consultant(s) hire workers for vacant or new positions in connection with MDPHA awards).

Forms described above, under nos. 2 and 6-8, are post-award forms, applicable to successful MDPHA bidder only, and will be distributed at each pre-construction meeting.

Contractor's Recruitment of Section 3, Small, Minority and Women-Owned Businesses (Solicitation Requirements Applicable only on Projects which permit Subcontracting).

Consultant will follow Plan's affirmative marketing steps for each MDPHA award, when he or she subcontracts work, to award a minimum goal of 10% of the overall award amount to S-3 businesses, where feasible, and ensure small, minority and women-owned businesses are used (definitions of a S-3 business and a small, minority and/or women-owned business may overlap, permitting S-3 and affirmative marketing goals

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SPECIAL CONDITIONS

in these awards to be simultaneously met). Consultants who subcontract work are required to provide MDPHA with a written explanation if the S-3 minimum subcontracting goal is not met.

Consultant shall demonstrate compliance in solicitation to the business categories, listed above, by following the steps described on page two of this Plan and providing evidence to MDPHA when requested.

1. Refer any interested sub consultants that may meet the criteria to become a certified S-3 business to *MDPHA Office of Compliance* (Compliance) for S-3 business application assistance. The application to become a Section 3 pre-certified business is available at <http://www.miamidade.gov/housing/section3.asp>.
2. You may solicit Section 3 pre-certified businesses from MDPHA S-3 business lists by faxing a request to the Section 3 Coordinator.
3. Contact *Department of Small Business Development* (SBD), 305-375-3111 or via email miamidade.gov to obtain lists of small, minority and/or women-owned businesses. Solicitations and awards must be made, where feasible, to various minority-owned firms, including minorities other than firm's own minority, and to women firms.
4. Advertise for S-3 sub consultants/subcontractors (subs) in construction trade journals, such as "The Dodge Reports", and post notices and distributes flyers at work site and surrounding neighborhood. The purpose of such advertisements is to make prospective subs aware of the Section 3 preference requirements applicable to MDPHA project awards.
5. Fax, send or deliver "***Sub consultant Solicitation to Section 3, Small, Minority and Women Businesses***" form, to all prospective sub consultant firms solicited for each MDPHA award.
6. Allow each sub consultant *a minimum of five business days* to respond to consultant's solicitation request. Include all "***Letters of Intent***" forms received from S-3, small, and minority, and women-owned sub consultants. Request sub consultants not interested or unavailable to bid to provide consultant with "***Certificate of Unavailability***" form.
7. Use the "***Outreach Documentation Form***" to document recruitment and follow-up with sub consultants. Make a second attempt to solicit to any S-3 firms who did not respond to the first solicitation attempt, using a variety of communication methods, i.e. facsimile, telephone, pager, e-mail, etc.
8. Consultants are required to negotiate with S-3 businesses, first and small, minority and women-owned businesses; second, if the sub consultant's bid amount would make the project infeasible.
9. Submit the following evidence to MDPHA when requested (described under nos. 3-8 above and under "Contractors Recruitment of S-3, Small, Minority and Women businesses", page one, para. one). Other post-award required submittals include Document 00430, "***List of Subcontractors/Sub consultants***", and, from consultant and its sub consultants or subcontractors, Documents 00450, 00452 and 00453, "***Estimated Workforce Breakdown***", "***Employee List***" and "***Consultant/Sub consultant Certification***".
10. For each MDPHA project award, retain documentation of outreach efforts and responses received from any organizations and sub consultants contacted for three years after project is completed.

Forms described above, under nos. 5-9, are post-award forms, applicable only if successful bidder will be subcontracting (where subcontracting is permitted)

(To obtain copies or additional information send request to MDPHA Section 3 Coordinator at fax 786-469-4151).

Sign and Print Firm Official's Name and Title

Submission Date ____/____/____

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SPECIAL CONDITIONS

Firm Name/Address

Firm Telephone and Fax Numbers: _____

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SECTION 2
SPECIAL CONDITIONS

DOCUMENT REQUIRED WITH BID
DOCUMENT 00200-B

ATTACHMENT 2

SECTION 3 BUSINESS PREFERENCE CLAIM FORM

This document applies to current MDPHA certified Section 3 (S-3) businesses who wish to claim a bidder's preference. S-3 businesses must become certified at least two weeks prior to bid opening date to be eligible to claim S-3 bidder's preference. The S-3 Business application is available at <http://www.miamidade.gov/housing/section3.asp> or by request to the Section 3 Coordinator, at fax 786-469-4151.

Only initial those items applicable to your firm.

1. ____ (Initial) ____ (Firm Name) was certified by MDPHA as a S-3 Business on ____ (Date). Said firm is claiming a preference for the bid, identified below.
2. ____ (Initial) Firm's original business certification was based on proof that firm owner was low or very low income. Firm owner's current family income meets the definition of a very-low or low-income household.
3. ____ (Initial) Said firm certifies, below, with the firm president's signature, that the full-time employee composition, and the ratio of S-3 full-time employees to non-S-3 employees continues to be at least 30% or higher.
4. ____ (Initial) Said firm has attached Document 00452, "Employee List". This list includes all current employees and is back-up for item no. 3 above.
5. ____ (Initial) Said firm has attached, for each new S-3 employee (hired since original business certification date shown under item one above, if this proof has not previously been provided to MDPHA Office of Compliance staff), Documents 00401, "Resident or Employee Preference Claim" and 00402, "Household Income Verification", or other applicable documentation, to demonstrate whether any new employees who have been hired after date of business certification meet the definition of a low or very-low income Miami-Dade family (based on household size and family income).

If items 4 and 5 above are initialed by bidder and/or applicable to bidder, bidder must attach the listed S-3 documentation. FAILURE TO DO SO SHALL INVALIDATE BIDDER'S S-3 BUSINESS PREFERENCE CLAIM.

BID NUMBER _____ **BID NAME** _____

FIRM NAME (Please print or type) _____

PRESIDENT'S NAME (Please print or type) _____

PRESIDENT'S SIGNATURE: _____

PHONE AND FAX NUMBERS: _____

DATE: ____/____/____

SECTION 3
TECHNICAL SPECIFICATION

3.1 SCOPE

The purpose of this solicitation is to establish a contract for the purchase of temporary employment agency services to support various Miami-Dade County departments on an as needed when needed basis. The Successful Bidder(s) are required to furnish temporary employees, including all labor, transportation, equipment and incidentals to fulfill the specified job descriptions provided in Attachment A.

3.2 DEFINITIONS

The term “employee” refers to the Successful Bidder(s) furnishing the services, but that the Successful Bidder(s) or its employees shall in no manner be deemed an employee(s) of the County or deemed to be entitled to any benefits associated with such employment.

3.3 CONTRACT RESPONSIBILITIES

- 1) The hourly billing rate quoted shall include but not be limited to full compensation, any necessary equipment, Federal Insurance Contribution Act (FICA), Medicare, State Unemployment Tax Act (SUTA), Federal Unemployment Tax Act (FUTA), Worker’s Compensation and Liability Insurance, Unemployment Compensation, Administrative, Overhead, Profit and any other element of cost or price. This rate is assumed to be at straight-time for all labor, except as otherwise noted. The bidder shall comply with minimum wage standards, and/or any other wage standards specifically set forth in this solicitation and resultant contract, and any other applicable laws of the State of Florida.

NOTE: Effective October 1, 2009, the Living Wage rate shall be \$13.01 for employees without qualifying health benefits and \$11.36 per hour for employees with qualifying health benefits which must be a minimum of \$1.65 per hour. Bidders shall use these figures for bid computation for Groups A and B.

- 2) The Successful Bidder(s) will make available to DPM and all employees under work assignment to the County, a copy of the pay rate and pay rate schedule and any changes thereof. The County reserves the right to audit the payroll, during the contract period to ensure contract compliance. If the Successful Bidder(s) is found not to be in compliance with the contract, the Successful Bidder(s) may be found in default and the contract terminated. If at any time during the contract period, the Successful Bidder(s) fail to adhere to the current employee hourly pay rate schedule, the County may consider the Successful Bidder(s) in default, terminate the contract and award to the next lowest Bidder.
- 3) The Successful Bidder(s) will be responsible for employment screening, testing, evaluations, advertising, recruiting, and disciplinary actions involving any temporary employee under this contract.

SECTION 3
TECHNICAL SPECIFICATION

- 4) With respect to every employee provided by Contractor, pursuant to a purchase order under the Contract, and with respect to all other contract performance, Contractor shall:
- Maintain a pool of employees in order to fill the customer's need within seven (7) business days after receipt of purchase order; and
 - Be responsible for the administration and maintenance of all employment and payroll records, payroll processing, remittance of payroll and taxes, including the provision of payroll time sheets and checks; and
 - Provide paychecks, making deductions required of employers by state, federal and local laws, including deductions for social security and withholding taxes; and
 - Comply with the Living Wage Ordinance as stated in Section 2, Paragraph 2.33
 - Make all contributions for unemployment compensation funds as required by federal and state laws and process claims as indicated; and
 - Abide by all ordinances and laws pertaining to the Contractor's operation and secure all required licenses and permits; and
 - Accurately describe the position and the benefits, including paid vacation and holiday, for all employees.
- 5) Furthermore, the Successful Bidder(s) shall:
- a) Ensure that the employee reports, ready to work, at the time and place specified on the purchase order, with the County reserving the right to reject or stop time on any employee who fails to:
 - Perform assigned duties satisfactorily; and
 - Comply with any federal, state or local regulations; and
 - Perform without disruption the activities of the customer to which the temporary employee is assigned; and
 - Perform in an acceptable manner in the judgment of the Customer.
 - b) Replace, at no expense to the County, and within forty-eight (48) hours, any employee not performing satisfactorily and provide follow-up service to ensure all employees are performing satisfactorily; and
 - c) Perform all services in accordance with customary, reasonable, and prudent industry standards of care.
- 6) Bidders are not allowed to sub-contract any portion of this contract.

SECTION 3
TECHNICAL SPECIFICATION



ATTACHMENT A
JOB DESCRIPTIONS

GROUP A

SECTION 3
TECHNICAL SPECIFICATION

Item No. 1: ACCOUNT CLERK

Minimum Qualifications:

High school diploma or GED. One year of bookkeeping experience; completion of one-year business school program of instruction in computer accounting and bookkeeping; or completion of six semester credits in Accounting is required.

Nature of Work:

This is specialized clerical work in the application of elementary bookkeeping principles to the maintenance of accounting or fiscal records. Employees in this class maintain accounting records involving varied but routine bookkeeping operations in posting and balancing journals, ledgers and other records. Work may involve the operation of standard office equipment such as calculators and computer terminals for which no previous training is required. Incumbents may provide guidance and assistance to subordinate clerical personnel. Supervision is received from a superior through verification of financial records and statements, and review through audit by internal or external auditors.

Illustrative Tasks:

Maintains cash, invoice, disbursement or control accounts; balances accounts and prepares routine reports; takes trial balances. Checks and codes invoices; prepares vouchers for payment and maintains voucher register. Compiles figures for use in preparation of preliminary budgets. Charges cost items to cost journals; extends, proves and assembles cost records; posts monthly cost records to ledgers. Counts, proves, records, and prepares reports on daily cash receipts; posts to cash ledgers; prepares daily bank deposit; reimburses concession managers for cash disbursements; prepares reports on daily cash disbursements and posts to disbursement journal. Pre-audits fiscal documents for completeness, accuracy and compliance with well defined departmental accounting procedures. Classifies receipts and expenditures according to standard accounting classifications. Maintains time, material, and equipment rental cost account records for capital improvement and maintenance projects. Schedules preparation of warrants in order to take advantage of discounts for prompt payment. Operates calculators, computer terminals, and other standard office equipment. Performs related work as required.

Knowledge, Abilities, and Skills:

Knowledge of bookkeeping principles and practices. Some knowledge of standard office practices, methods, and equipment. Some knowledge of fiscal policies and procedures applicable to the area of assignment. Ability to make arithmetic computations rapidly and accurately. Ability to apply bookkeeping principles to the maintenance of routine fiscal and accounting records. Ability to maintain detailed records of inventory and accounting transactions. Ability to understand and follow verbal and written instructions. Ability to learn the operation of calculators, computer terminals, and other standard office and accounting machines for which no significant previous training is needed.

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Item No. 2: ADMINISTRATIVE OFFICER 1

Minimum Qualifications:

Bachelors degree.

Nature of Work:

This is administrative work in performing various administrative activities in a central administrative division or special program in a county department or agency. Employees in this class are responsible for performing various administrative duties in assisting departmental management in carrying out required administrative operations. Duties or combination of duties performed vary, depending on the department to which assigned. Some incumbents in the class perform specialized duties of a staff nature relating to a specific program. Employees are assigned duties such as cost analysis and control, budget preparation and expenditure control, purchasing and inventory work, methods and procedure studies, report or grant proposal preparation and personnel administration. Incumbents exercise some independent judgment in devising and installing new work methods, interpreting rules, regulations and procedures and in making recommendations to superiors. Supervision may be exercised over clerical and technical employees who assist in various phases of administrative operations. Supervision is received from an administrative superior who reviews work for attainment of desired management objectives and conformity with established administrative and departmental policies and procedures through conferences, personal inspections and review of reports.

Illustrative Tasks:

Assists in planning and preparing divisional or project budgets; insures adherence to budget procedures and guidelines; reviews completed budget documents for format, accuracy of budget codes and computations; monitors budget forecasts and expenditures for departmental projects and activities; prepares periodic budget reports. Supervises clerical subordinates engaged in preparation of invoices and billings for equipment or services, issuance of purchase orders and requisitions, reconciliation of computer reports and related clerical activities; provides training to employees in new procedures required with automated accounting and reporting systems. Coordinates the maintenance of various accounting records such as cash and surety bonds; audits departmental financial records to obtain data for management reports relative to budget control, purchasing standards, stores, and equipment inventory control or improvements in operational efficiency; recommends procedures for collection and reporting of data on departmental programs in cost analysis and revenue producing activities; accounts for costs and reviews revenue summaries to assure revenues are properly collected. Analyzes financial, procurement and administrative procedures for simplification and improvement in efficiency; analyzes purchase orders to determine requirements; checks requisitions for completeness and accuracy; writes specifications and requisitions and assists in selection of bids for departmental equipment or supplies. Interviews applicants for employment to determine qualifications; provides information to applicants regarding career county employment; requests eligible lists and coordinates panel interviews for departmental positions; processes affirmative action complaints from employees through appropriate channels. Assists in the supervision of clerical subordinates engaged in processing departmental personnel actions; discusses work related problems with employees; coordinates departmental personnel

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activities with federal funded employment programs as necessary. Conducts assigned research, procedural or administrative studies, and prepares narrative and statistical reports, proposing courses of action; reviews workload reports from operating segments for conformance with department instructions; audits program records reflecting client or patron workloads for conformance with departmental instructions and accuracy of computations. Makes recommendations regarding hiring, discipline, and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance. Performs related work as required.

Knowledge, Abilities and Skills:

Considerable knowledge of the principles of general management and their application to governmental administration. Considerable knowledge of research techniques and the sources and availability of current information applicable to the area of assignment. Knowledge of budget preparation procedures and reporting requirements. Knowledge of departmental, legal, administrative, and procedural regulations. Knowledge of the principles and procedures of modern office administration. Knowledge of basic accounting principles, practices, and procedures. Knowledge of the use of data processing and cost accounting systems. Knowledge of the principles, practices, and procedures of public personnel administration. Knowledge of supervisory principles and practices. Ability to analyze administrative problems and make sound recommendations as to their solution. Ability to supervise the work of subordinates in a manner conducive to full performance and high morale. Ability to understand and carry out complex oral and written instructions. Ability to establish and maintain effective working relationships with other employees, supervisors, departmental officials, and the general public. Ability to express ideas clearly, concisely, verbally, and in writing. Ability to supervise preparation of records and reports on a timely and complete basis. Ability to prepare complete narrative and statistical reports. Ability to conduct appropriate interviews with prospective employees and obtain pertinent information. Ability to prepare accurate accounting and budgetary reports.

Item No. 3: ADMINISTRATIVE OFFICER 2

Minimum Qualifications:

Bachelors degree in related field.

Nature of Work:

This is advanced administrative work in performing, planning and coordinating various administrative activities in a central administrative division or special program or in performing specialized staff work of comparable responsibility in a county department or agency.

Employees in this class are responsible for performing diversified administrative duties or specializing in assigned administrative work of a more complex nature. Duties or combinations of duties performed vary, depending on the department to which assigned. Some employees in the class are assigned to assist an administrative division head in a major operating department, performing a variety of administrative duties including budget preparation, purchasing, accounting maintenance and expenditure controls and related administrative work. Other incumbents carry out administrative activities of a varied nature as the administrative official in a small operating

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department. Supervision is exercised over clerical and technical employees who assist in various phases of administrative operations. In some programs incumbents specialize in complex work such as the conduct of detailed programs under contract to the county. Responsibilities typically include analyzing administrative problems and recommending solutions, developing revised procedure and policy recommendations for the department, and maintaining contact with management and supervisory personnel within or outside the agency. General supervision is received from an administrative superior who reviews work for conformity with established administrative and departmental policies and attainment of desired objectives through conferences and review of reports of operations.

Illustrative Tasks:

Assists an administrative division head in carrying out various administrative activities; reviews and controls procurement processes by maintaining relationships with county central purchasing, reviewing purchase requisitions, assuring availability of funds for expenditures and writing specifications for capital equipment.

Discusses changes in budget formats with county budget officials; provides departmental officials with budget histories and pertinent information on forecasts; conducts training sessions for divisional personnel and consults on budget development and review; reviews divisional budgets and develops and complete required narratives; combines information into the departmental budget document.

Periodically analyzes budget status by monitoring monthly expenditure reports; prepares and processes transactions, periodic adjustments and transfers; supervises maintenance of inventory controls.

Supervises departmental fiscal activities; approves payments for invoices for completed work by assuring compliance with contract terms, laws, rules and regulations; approves journal entries and adjustments prepared by subordinates; explains variations in expense projections to superiors; supervises accounts established for reimbursement from state and federal sources.

Supervises personnel activities including employment, personnel records and payroll; serves as appointing authority as delegated.

Reviews and approves reimbursements of expenditures by county affiliated projects by verifying expenses and proper documentation, availability of funds and compliance with contract provisions; prepares reports and projections of costs related to services provided and associated expenditures.

Prepares oral and written program evaluation reports and other sources of supplemental information in order to ensure that departmental and professional program standards have been adhered to in a departmental activity or a program under contract; identifies problem areas, determines trends, evaluates performance, presents findings and recommends solutions or alternatives.

Coordinates grant projects ensuring that programs and procedures are consistent with federal, state and local laws, rules and regulations; prepares justifications for grant proposals and modifications; develops grant objectives based on analysis of existing and potential problems or needs, design of

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work programs and development of budgets, detailing the equipment, services and personnel needed to carry out projects.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; reviews employee performance reports prepared by subordinates; rates employee performance.

Performs related work as required.

Knowledge, Abilities and Skills:

Considerable knowledge of the principles of general management, public and business administration and their application to governmental administration.

Considerable knowledge of research techniques and the sources and availability of current information applicable to the area of assignment.

Considerable knowledge of policies and procedures used in budget preparation, monitoring and reporting.

Considerable knowledge of applicable federal, state, and county laws relating to departmental operations.

Considerable knowledge of departmental legal, administrative and procedural regulations.

Considerable knowledge of the principles and practices of modern office administration.

Considerable knowledge of federal, state, and county laws, rules and regulations relating to financial records of county departments and agencies funded by grants.

Knowledge of basic accounting principles, practices and procedures and their application to governmental computerized accounting systems.

Knowledge of the use of data processing and cost accounting systems.

Knowledge of inventory control and county procurement procedures.

Knowledge of the principles, practices and procedures of public personnel administration.

Knowledge of supervisory principles and practices.

Ability to analyze a variety of administrative problems and make sound recommendations as to their solution.

Ability to supervise a staff of subordinate employees in a manner conducive to full performance and high morale.

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Ability to exercise judgment and discretion in devising, installing and interpreting departmental rules, regulations and procedures.

Ability to establish and maintain effective working relationships with other employees, supervisors, departmental officials, officials of other agencies and the general public.

Ability to express ideas clearly and concisely, both verbally and in writing.

Ability to analyze expenditures in relation to established budgets and furnish detailed information to management and supervisory personnel.

Ability to evaluate operating programs in relation to established goals and objectives and recommend courses of action.

Ability to supervise and prepare a variety of required reports accurately and completely and on a timely basis.

Item No. 4: ADMINISTRATIVE SECRETARY

Minimum Qualifications:

High school diploma or GED. Three years of secretarial or related word processing experience are required. Must take and pass a typing skills test with a score of 40 net WPM. Photo identification is required to take the typing skills test.

Nature of Work:

This is advanced responsible secretarial and related clerical work for a division head or an exempt executive official in the County service. Employees in this class perform a variety of complex secretarial and clerical duties for division directors or other comparable executive officials within the County organization. Emphasis of the work is on the performance of advanced secretarial duties requiring considerable knowledge of the executives responsibilities and an understanding of the policies, programs, procedures and regulations in effect in the area of assignment. Duties typically include arranging for and attending conferences, independently answering inquiries where there is established policy or precedent action, taking and transcribing dictation, composing and typing correspondence and performing research to compile data for special reports and other purposes. Incumbents utilize a variety of office skills and considerable judgment in relieving the executive of administrative details. Supervision may be exercised over subordinate clerical employees through assignment of tasks and review of completed work for accomplishment of desired objectives. General supervision is received from a division director or an executive official who reviews work for satisfactory performance of executive secretarial duties and for attainment of desired goals and objectives.

Illustrative Tasks:

Performs secretarial and clerical duties for a division director or other comparable executive official; commits supervisors time in making appointments and maintains calendar; maintains supervisors

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itinerary and makes travel and hotel arrangements as required. Arranges for and attends various conferences and meetings; informs participants and provides background information; serves as recording secretary at conferences, board meetings and staff consultations; takes official minutes and prepares reports of proceedings; follows through on actions required as a result of conferences. Takes and transcribes dictation which may vary by subject matter including legal, technical, financial or other specialized terminology; takes verbatim transcript from telephone calls or in conferences as requested. Opens, screens and distributes mail; marks important parts of instructions, orders and regulations for executive, and organizes mail according to priorities; maintains control of correspondence flow through office; insures that report deadlines are met and that all information distributed is complete. Composes correspondence from verbal instructions of superior, and independently drafts replies to inquiries; reviews correspondence prepared by others for superiors signature to ensure correct grammar, format and completeness. Receives and screens telephone calls and visitors; responds to requests for information by answering questions where there are established policies or regulations, or precedent actions taken by supervisor. Plans, assigns and reviews the work of subordinate clerical employees engaged in typing reports, correspondence and other documents, filing, and performing a variety of other clerical duties; provides training in procedures and methods in the organization of assignment. Researches and compiles data from a variety of sources in connection with special reports, budget preparation and other matters; assembles material for supervisors reply to correspondence demanding superiors personal attention. Keeps various activity and production records; types various activity reports, requisitions, work orders and personnel forms; composes reports on caseloads, workloads or other subjects as delegated; authorizes expenditures from petty cash; requisitions office supplies; performs arithmetic calculations for budget requests and other matters. Establishes and maintains office filing systems; reorganizes files as required; establishes subject matter files for superior; purges files of unnecessary items according to established policies and procedures. Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance. Performs related work as required.

Knowledge, Abilities and Skills:

Thorough knowledge of executive secretarial methods, techniques and procedures. Thorough knowledge of general office procedures, practices and equipment. Considerable knowledge of the operation to which assigned including its policies, procedures, regulations, organization and workflow. Considerable knowledge of executive protocol and the proper order of etiquette in conducting secretarial activities with responsible county and other officials. Considerable knowledge of business English, spelling and arithmetic. Considerable knowledge of the structure and function of various county departments. Knowledge of supervisory principles and practices. Ability to establish and maintain an effective working secretarial relationships with an executive official. Ability to take and transcribe dictation at a high rate of speed. Ability to operate typewriters, personal computers and other office machines with accuracy and speed. Ability to develop and maintain effective working relationships with subordinates, superiors and a variety of county and other officials. Ability to express ideas clearly and concisely, verbally and in writing. Ability to establish and revise office policies and procedures. Ability to research and develop information from a variety of sources. Ability to supervise subordinates in a manner conducive to full performance and high morale.

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Item No. 5: BUYER

Minimum Qualifications:

High school diploma or GED. Two years of experience in large-scale purchasing to include purchasing commodities and services through a bidding process are required.

Nature of Work:

This is specialized work in the purchase of assigned commodities in a central procurement operation of the county. Employees in this class are responsible for purchasing various items in assigned commodity groups for one or more departments. Emphasis of the work is on review of requisitions, preparation of bid invitations, analysis of bids, recommendation of awards and preparation of purchase orders. Duties include communication with vendors and departmental officials on purchasing, shipping, receiving and invoicing problems and processes. Some employees in this class perform procurement work in a hospital facility and may be assigned to purchase of certain groups of commodities, such as hospital drugs. Incumbents must apply knowledge of specifications of frequently purchased commodities, sources of supply, current prices and market trends in the timely purchasing of a large volume of goods. Supervision is received from a technical or administrative superior who reviews work progress and completed work to assure conformance with established policies and procedures.

Illustrative Tasks:

Reviews purchase requests; contacts departmental officials to clarify amounts or nature of items requested; refers to current supply catalogues and other references for sources of supply. Reviews specifications used as the basis for bids on all commodities within an assigned commodity group. Obtains competitive bid quotations from vendors; maintains mailing lists of vendors; tabulates and analyzes bids to determine lowest and best bidders; prepares purchase orders; maintains files of vendors to whom bids have been sent. Makes studies and collects data on current market conditions to keep informed on market trends; interviews salesmen regarding ordering of supplies. Schedules delivery dates and follows-up on delayed deliveries. Selects and purchases a limited variety of merchandise items for resale. Performs related work as required.

Knowledge, Abilities and Skills:

Knowledge of large scale purchasing methods and procedures in an assigned commodity grouping. Knowledge of federal, state, and local laws, rules, regulations and ordinances effective in governing the purchase of commodities and services. Knowledge of specifications, grades, qualities, supply sources, and market factors of commodity categories frequently required by departments in the area of assignment. Knowledge of departmental policies, rules, and regulations regarding the purchase of assigned commodity groupings. Knowledge of methods used in maintaining accurate and systematic procurement records. Ability to analyze and process a large volume of procurement records and to perform a variety of related clerical work. Ability to obtain and interpret market prices and trends and apply these to procurement problems. Ability to maintain effective relationships with departmental officials and vendors. Ability to prepare invitations to bid and to tabulate and analyze bids. Ability to communicate effectively, verbally, and in writing.

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Item No. 6: CLERK 1

Minimum Qualifications:

High school diploma or GED.

Nature of Work:

This is routine clerical work which follows well established procedures. Employees in this class work according to well defined procedures and methods. Detailed instructions and close supervision are received at the beginning of work and on new assignments, but regular routine assignments may be performed more independently and some initiative and judgment is utilized as experience is gained. Assignments to the class may include the operation of typewriters, adding machines, and other standard office equipment for which no previous training is required. Employees may make arithmetical or other checks upon work of other employees for accuracy, but do not exercise direct supervision over others. Work is subject to close supervision and is reviewed by superior on completion both for content and accuracy.

Illustrative Tasks:

Sorts and files material alphabetically, numerically, and by other predetermined categories; withdraws material from files upon request and keeps record of materials removed. Makes simple posting to various clerical, fiscal, and other records, and computer data available from records according to standard procedures. Acts as receptionist or desk clerk; answers routine questions regarding departmental activities; directs callers to proper places on the basis of their business requests; assists public in the preparation of routine forms and statements. Opens, sorts, and distributes mail; operates postage meter; bags outgoing mail; sells stamps, postcards and other postage material; keeps simple fiscal and clerical records. Completes simple forms and reproduces records by copy machine; computes per diem or other fees and posts dockets. Places telephone calls for clinic personnel; orders supplies and records deliveries; makes return appointments for clinic patients; directs patients to clinics; files patient charts and acts as receptionist during visiting hours. Prepares non-technical maps and reviews badly worn maps; works according to established color schemes to show desired information; fills in map blanks. Performs related work as required.

Knowledge, Abilities and Skills:

Some knowledge of business, English, spelling, and arithmetic. Some knowledge of office practices and procedures. Ability to learn assigned clerical tasks readily and to adhere to prescribed routines. Ability to make arithmetic computations and tabulations accurately and with reasonable speed. Ability to meet and deal courteously with the general public.

Item No. 7: CLERK 2

Minimum Qualifications:

High school diploma or GED. One year of general clerical experience is required. Completion of college coursework or certified business school may substitute for the required experience on a month-for-month basis.

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Nature of Work:

This is advanced clerical work which involves moderately complex work methods and problems. Employees in this class do varied clerical work requiring the application of independent judgment and clerical knowledge. Work differs from that found in the Clerk 1 class in that these positions require the capacity for considerably more clerical growth, they do more difficult and demanding work, and within a reasonable orientation period, must work with considerably more independence of action and judgment than Clerk 1 incumbents. The variety of work differs among positions, but where the work is more repetitive there is an additional responsibility for finality of action. Work may include the operation of standard office equipment for which no previous training is required. Until the more difficult phases of a job are learned an employee works under relatively close supervision, but thereafter detailed instructions are received only when changes in procedures are made. Supervision may be occasionally be exercised over a small group of employees assisting in routine details. Work is reviewed by a supervisor through observation of operations, periodic audits of work performed, and by advice and assistance on unusual or difficult problems.

Illustrative Tasks:

Posts changes in ownership, exemptions, property improvements, and subdivisions to tax assessment records of an assigned area of the county; assists in preparing tax statements, posts tax payments to tax rolls, assists in checking tax rolls for delinquent taxes, and in balancing tax rolls at close of tax year. Makes final checks of documents for proper coding, classification, and mathematical accuracy; posts invoices, vouchers, and other accounting, fiscal, and cost data; prices vouchers according to manuals and price books; conducts routine correspondence. Codes, indexes, and abstracts, or files complex court records; withdraws files for use of judges, attorneys, and the public; prepares certified copies of court records, and performs related clerical work. Supervises filing, coding, indexing and withdrawal of records, correspondence, and map files in a moderate size filing unit; transfers inactive files to storage. Interviews persons seeking information which requires interpretation of departmental policies and regulations; receives and adjusts routing complaints; uses departmental records in resolving work problems. Completes repair orders for various shop equipment; reviews and adjusts invoices for correct total prices; maintains shop production records; answers telephone inquiries on status of shop work; maintains master control work sheets and compiles production reports. Issues building, electrical, plumbing and other permits; assists public in preparing applications; obtains complete information in accordance with regulations and procedures; issues applications subsequent to final approval and maintains permit files. Explains to general public procedures on billing for waste collections; furnishes information on new rates; verifies payments with data processing lists; computes waste collection fees on new accounts; furnishes information to attorneys and real estate companies on the status of fees for closing properties. Performs related work as required.

Knowledge, Abilities and Skills:

Knowledge of business, English, spelling, and arithmetic. Knowledge of office practices and procedures. Ability to understand and carry out moderately complex oral and written instructions. Ability to make minor decisions in accordance with procedures, laws and regulations and to apply these to work problems. Ability to make arithmetic computations accurately with reasonable speed. Ability to meet and deal effectively with the general public, and to use tact and good judgment.

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Ability to assign, supervise, and review the work of a small group of clerical employees in a manner conducive to full performance and high morale.

Item No. 8: CLERK 3

Minimum Qualifications:

High school diploma or GED. Two years of advanced clerical experience are required.

Nature of Work:

This is supervisory clerical work or independent clerical work of comparable responsibility. Employees in this class usually plan, assign, and review the work of a moderate sized clerical staff engaged in complex clerical activities. In the absence of supervisory responsibilities they do more advanced clerical work requiring the application of more varied and involved procedures and the more frequent use of a higher degree of independent judgment in solving work problems than is found in the Clerk 2 class. Situations concerning important departures from standard practices and procedures are referred to a superior for final decision. New assignments usually consist of statements of desired objectives, and work is usually reviewed only for achievement of desired results.

Illustrative Tasks:

Plans, assigns, and supervises the work of a moderate sized clerical staff engaged in such activities as making simple interpretations of planning, building, zoning laws, rules, and regulations; in preparing maps for zoning purposes; compiling and auditing payrolls, and in recording minutes of court procedures. Supervises a small clerical staff engaged in diverse filing, typing, and stenographic activities relating to such functions as: park operations, billing and receiving waste collection fees, or scheduling minor hospital purchasing, maintenance, and transportation activities. Supervises the mail room of a large county institution; maintains current roster for purposes of mail distribution; sorts mail and packages; sells stamps and money orders, insures and affixes postage to parcel post; maintains official governmental postal manual containing regulations and directives pertaining to the use of the mails, and answers difficult inquiries. Answers calls pertaining to right-of-way dedicated to the county; assists abstractor in title search, checks right-of-way and property deeds as to description; prepares deeds for acceptance by the Board of County Commissioners, and after recording enters them in the right-of-way records. Keeps county property books and section tracings up-to-date as to right-of-way and county properties. Assists superior in planning for and administration of Division activities including budget, personnel, purchasing work methods, and procedures; supervises a group of clerical, duplicating equipment operators, driver-messengers, and custodial services, and a central storeroom of office and stationary supplies for county departments. Supervises and participates in preparing tax statements, in posting tax payments to rolls, in checking rolls for delinquent taxes, and in balancing the rolls at close of the year; maintains property card files of parcels of land in the county, with particular emphasis on property having delinquent taxes due; prepares interest charts for delinquent sale certificates; conducts tax deed sales; prepares and supervises the preparation of municipal and county delinquent real estate tax bills. Supervises the complaint section of a department; receives calls and answers questions pertaining to drainage, road construction and repair, sidewalks, canals, debris removal, rock pits, and related engineering matters;

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maintains cross reference file on all projects under construction for purposes of public information. Performs related work as required.

Knowledge, Abilities, and Skills:

Considerable knowledge of business, English, spelling, and arithmetic. Considerable knowledge of office practices, procedures, and appliances. Some knowledge of the principles of office management and supervision and ability to apply this knowledge to work problems. Ability to acquire rapidly considerable knowledge of the legal, administrative and procedural regulations applicable to the organization of assignment. Ability to keep complex records and prepare periodic reports from such records. Ability to plan, assign, and coordinate the work of a moderate sized clerical staff, and to instruct and train clerical subordinates in a manner conducive to full performance and high morale. Ability to develop and maintain effective departmental and public relations. Ability to develop, layout, and install clerical procedures and operations from general instructions.

Item No. 9: CLERK 4

Minimum Qualifications:

High school diploma or GED. Three years of advanced clerical experience to include data entry and/or accounting experience are required.

Nature of Work:

This is supervisory clerical work involving some administrative responsibility in the management of diversified clerical operations of a major organizational unit.

Employees in this class perform a range of responsible duties including work planning and progression, the assignment and review of other supervisory and operating employees in moderately large units engaged in processing and maintaining a volume of fiscal and operating functions. Work may also involve assisting an administrative superior by relieving him of routine office management functions or performing specialized operational or clerical activities under general supervision. The incumbent is responsible for the proper performance of independent work decisions based on experience and knowledge of departmental operations but refers policy, difficult technical or procedural matters to a superior for resolution. Work is assigned and reviewed through conferences with administrators or technical superiors who review work for general administrative effectiveness by personal observation, review of written reports and by providing assistance in matters of policy interpretation.

Illustrative Tasks:

Supervises the fiscal and clerical operations of a major departmental unit as an office manager or assistant to the administrator performing departmental functions.

Supervises the duplicating of printed materials for all county departments; supervises the county mail and messenger service and maintains a daily record of mail costs for each department;

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maintains record control of all office and material supplies for county departments and insures that all charges are correct and the books are properly balanced.

Coordinates the maintenance of a criminal history record file, master name file and entry and retrieval of computerized criminal history data; assigns and supervises the record control of all open metro warrants and corresponding cross indexes and dissemination of information to municipal, state and federal law enforcement agencies; assists in the development of police records systems and coordinates them with data processing personnel.

Plans, assigns and supervises the work of subordinates engaged in waste administration, volume billing and records keeping, reviews procedures, processes delinquent accounts requiring investigation and prosecution, performs periodic balance of accounts.

Plans, assigns and supervises the work of subordinates engaged in phases of property tax collection and assessment including complex property valuations; performs tax receipt audits, computes distribution to tax receipts, conducts tax sales, counsels dissident taxpayers.

Coordinates the preparation of weekly payroll timesheets based on transit route assignments; supervises the recording of route revenues, mileage readings and related cost items of a large transit operation.

Supervises the processing of all real estate exemptions; reviews and approves applications from religious, fraternal, and charitable organizations claiming total exemption from taxes; makes field inspections of properties and consults with county attorney on protested applications.

Performs related work as required.

Knowledge, Abilities and Skills:

Thorough knowledge of modern office practices, procedures and equipment.

Considerable knowledge of the principles of office management, business accounting and the legal procedural requirements of the department assigned.

Considerable knowledge of business English, spelling and accounting.

Ability to plan, assign and supervise the work of a staff of clerical and other subordinates in a manner conducive to full performance and high morale.

Ability to develop effective office and field work procedures and training programs.

Ability to acquire complex knowledge of the legal, administrative and procedural requirements of the department assigned.

Ability to promote and maintain effective departmental and public relations.

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Ability to prepare correspondence, operational and statistical tabulations and reports.

Ability to communicate effectively, orally and in writing.

Item No. 10: COOK 1

Minimum Qualifications:

Eighth grade. One year of experience in a large-scale food preparation environment is required.

Nature of Work:

This is cooking of limited skill in the large scale production of meals in a county facility. Employees in this class are responsible for performing various limited cooking assignments. Incumbents work from menus or instructions from supervisory cooks or dieticians. An additional responsibility includes supervision of a small group of food service workers performing related tasks of food preparation or serving, as assigned. Work is performed under close supervision of a supervisory cook or dietician who gives instruction in meal preparation and reviews work in progress.

Illustrative Tasks:

Prepares breakfast; cooks eggs, bacon, sausage, hot cereals and other foods as required. Prepares short order foods; mixes and prepares soups, starches and entrees; cooks a variety of vegetables and cooks meats. Places or supervises the placing of foods in steam table pans or containers to be used on tray lines or in the cafeteria, or to be carried by conveyors to go to patients; packs bulk food for cart delivery to hospital floors. Makes puddings, jellos and other desserts; makes sandwiches or salad plates in periods of heavy workload; bakes simple pastries as assigned. Operates standard cooking utensils and equipment such as mixing machines, steam cookers, toasters, food choppers, convection oven, and microwave oven. Receives instruction in the cooking of various meats and fowl in various ways, and mixing of gravies and sauces; receives instruction in the preparation of special diet foods. Supervises and participates in the work of cleaning kitchens, refrigerators, storerooms, and dining areas to meet sanitation standards. Oversees and aids in the proper handling, packaging, and storage of food stuffs and the meeting of deadlines for tray lines and cafeteria service. Performs related work as required.

Knowledge, Abilities and Skills:

Knowledge of materials and methods used in preparation of food on a large scale, and the use and care of utensils and equipment. Knowledge of standard recipes and cooking methods for various breakfast, luncheon, and supper meals. Knowledge of health hazards in food preparation and service and necessary precautionary measures. Knowledge of sanitary requirements. Some knowledge of general nutrition and diets. Some knowledge of food menus, values, relative costs, and portion control. Ability to do simple cooking on a large scale. Ability to work from written menus and standard recipes and adapt quantities for varying numbers of people. Ability to operate standard cooking equipment and utensils for large scale food preparation. Ability to supervise food service workers in a manner conducive to full performance and high morale. Ability to follow oral and written instructions in exact detail. Ability to work under conditions of high temperature and stress.

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Item No. 11: CUSTODIAL WORKER 1

Minimum Qualifications:

Eighth grade. Three months of experience performing manual labor involving a variety of janitorial or custodial tasks are required. Must possess a Driver license.

Nature of Work:

This is moderately heavy manual work performing routine housekeeping tasks on an assigned shift in County buildings or facilities. Employees in this class perform manual work involving a variety of housekeeping and domestic tasks to assist in the maintenance of County buildings. Duties include cleaning restrooms and offices, washing windows, removing trash, vacuuming carpets and mopping floors. Incumbents are responsible for the use of proper methods and materials in cleaning and in caring for buildings and equipment. Supervision is received from a custodial supervisor who periodically inspects work in progress and upon completion for satisfactory performance of housekeeping assignments.

Illustrative Tasks:

Scrubs, mops, waxes, and polishes floors; vacuums carpeting; dusts and polishes furniture; washes windows, water fountains, woodwork, toilets, wash rooms and fixtures; cleans baseboards, doors, and walls. Keeps areas around buildings clean and free of litter; sweeps walkways. Replaces burned out light bulbs; assists in making simple repairs to buildings and equipment. Changes trash and garbage cans and relines with plastic trash bags as required; cleans food conveyors; washes pots and pans; cleans stoves, tables, and refrigerators; cleans steam tables and broilers; washes floors in kitchens and cafeterias; washes glassware and dishes. Moves office and institutional furniture and equipment from one place to another as directed; arranges chairs and tables in meeting rooms. Checks and delivers linens and laundry. Performs related work as required.

Knowledge, Abilities and Skills:

Some knowledge of the materials, methods and equipment typically used in janitorial work. Some knowledge of the geography of the buildings or facilities of assignment. Ability to make minor repairs and adjustments to cleaning equipment. Ability to understand and follow simple verbal and written instructions. Physical strength and agility sufficient to perform assigned duties.

Item No. 12: CUSTODIAL WORKER 2

Minimum Qualifications:

Eighth grade. Six months of experience in custodial or janitorial work to include experience in heavy-duty cleaning and manual labor are required. Must possess a Driver license.

Nature of Work:

This is heavy manual work performing more difficult housekeeping tasks on an assigned shift in County buildings or facilities. Employees in this class perform heavy manual work involving a variety of housekeeping tasks to assist in the maintenance of a variety of County buildings. Duties include operating various types of automatic housekeeping equipment, cleaning restrooms and

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offices, removing trash, washing windows, vacuuming carpets and mopping floors. Incumbents are responsible for the use of proper methods and materials in cleaning and caring for buildings and equipment. Work is distinguished from that of the next lower class by the requirement for greater skill in the performance of work, more independence of action and primary operation of various types of automated housekeeping equipment. Supervision is received from a custodial supervisor who periodically inspects work in progress and upon completion for satisfactory performance of housekeeping assignments.

Illustrative Tasks:

Operates automatic housekeeping equipment for floor cleaning including buffing and carpet shampoo machines and other equipment; scrubs, strips and waxes floors and shampoos carpets. Operates wall vacuum cleaners and wall washing equipment; cleans walls, curtains, drapes, Venetian blinds, and using ladders as necessary. Maintains working order and cleanliness of wall washing equipment, floor machines, vacuum cleaners, wet-dry vacuum cleaners, automatic scrubbing equipment, wringers, dollies, and floor signs; makes minor repairs when necessary. Performs routine daily cleaning of offices, lobbies, conference rooms and classrooms; mops floors, dusts and polishes furniture; washes woodwork and fixtures. Scrubs and disinfects restroom floors; cleans tile, dividers and baseboards; cleans, polishes and disinfects toilets; checks and replenishes linen, toilet paper, hand soap, and deodorizers. Cleans and changes trash and garbage cans and relines with plastic trash bags as required; washes outside surfaces and refrigerators, cabinets, and furniture. Performs related work as required.

Knowledge, Abilities, and Skills:

Knowledge of the materials, methods, and equipment typically used in janitorial work. Knowledge of operation and routine care of various types of automatic housekeeping equipment. Knowledge of disinfectants used in cleaning restrooms and other common areas. Some knowledge of general sanitation standards in cleaning work. Ability to make minor repairs and adjustments to automatic cleaning equipment. Ability to work with a minimum of supervision from written job procedures and work schedules. Ability to understand and follow simple oral and written instructions. Physical strength and agility sufficient to perform assigned duties.

Item No. 13: DATA ENTRY SPECIALIST 1

Minimum Qualifications:

High school diploma or GED. One year of typing or data entry experience is required.

Nature of Work:

This is data entry and clerical work which involves moderately complex work methods, problems, and requires data entry skills. Although the emphasis of the work is on data entry, employees are also responsible for the performance of a wide variety of tasks which require the application of independent judgment and clerical knowledge. The variety of work differs among positions, but where work is more repetitive there is an additional responsibility for finality of action. Work may include the operation of other standard office machines for which no previous training is required. Supervision is occasionally exercised over a small group of employees assisting in routine details.

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Until the more difficult phases of a job are learned an employee works under relatively close supervision, but thereafter detailed instructions are received only when changes in procedures are made. Work is reviewed by a supervisor through observation of operations, periodic audits of work performed, and by advice and assistance on unusual or difficult problems.

Illustrative Tasks:

Performs data entry including researching, verifying, and correcting information to be entered into a database; creates simple forms and formats or statistical charts; runs and prints reports, and performs disk backups. Operates standard office equipment such as personal computer, copy or facsimile machine, and calculator; screens telephone calls and refers caller to appropriate party or takes telephone message; opens, sorts, and distributes mail; sorts and files correspondence, reports, or other materials. Processes documents requiring various procedural knowledge specific to area of assignment; reviews documents for sufficiency, obtains necessary signatures and routes appropriately, maintaining follow-up; provides information to other divisions and the public, applying significant knowledge of departmental rules, regulations and procedures to interpretations made; may supervise a small group of employees engaged in routine clerical duties. Performs related work as required.

Knowledge, Skills and Abilities:

Knowledge of simple data processing and transmission principles utilized in computerized information systems. Knowledge of routine office practices and procedures. Ability to read and decipher data on source documents to be entered. Ability to enter and verify information with accuracy and a reasonable rate of speed. Ability to understand and follow oral and written instructions. Ability to work with considerable independence. Skill in data entry or typing.

Item No. 14: DATA ENTRY SPECIALIST 2

Minimum Qualifications:

High school diploma or GED. Two years of data entry experience to include using personal computer office applications are required.

Nature of Work:

This is data entry and clerical work which involves moderately complex work methods, problems, and requires data entry skills. Although the emphasis of the work is on data entry, employees are also responsible for the performance of a wide variety of tasks which require the application of independent judgment and clerical knowledge. The variety of work differs among positions, but where work is more repetitive there is an additional responsibility for finality of action. Work may include the operation of other standard office machines for which no previous training is required. Supervision is occasionally exercised over a small group of employees assisting in routine details. Until the more difficult phases of a job are learned an employee works under relatively close supervision, but thereafter detailed instructions are received only when changes in procedures are made. Work is reviewed by a supervisor through observation of operations, periodic audits of work performed, and by advice and assistance on unusual or difficult problems.

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Illustrative Tasks:

Performs data entry including researching, verifying, and correcting information to be entered into a database; creates simple forms and formats or statistical charts; runs and prints reports, and performs disk backups. Operates standard office equipment such as personal computer, copy or facsimile machine, and calculator; screens telephone calls and refers caller to appropriate party or takes telephone message; opens, sorts, and distributes mail; sorts and files correspondence, reports, or other materials. Processes documents requiring various procedural knowledge specific to area of assignment; reviews documents for sufficiency, obtains necessary signatures and routes appropriately, maintaining follow-up; provides information to other divisions and the public, applying significant knowledge of departmental rules, regulations and procedures to interpretations made; may supervise a small group of employees engaged in routine clerical duties. Performs related work as required.

Knowledge, Skills and Abilities:

Knowledge of simple data processing and transmission principles utilized in computerized information systems. Knowledge of routine office practices and procedures. Ability to read and decipher data on source documents to be entered. Ability to enter and verify information with accuracy and a reasonable rate of speed. Ability to understand and follow oral and written instructions. Ability to work with considerable independence. Skill in data entry or typing.

Item No. 15: DRIVER ATTENDANT

Minimum Qualifications:

Eighth grade. Must possess a CDL/Class C with a passenger endorsement and a good driving record.

Nature of Work:

This is light manual work in the operation of motor vehicles used to transport the ill. Work involves responsibility for the safe operation of passenger vehicles such as vans, station wagons or automobiles in transporting ill persons. Incumbents typically transport patients to clinics, hospitals or other treatment facilities from nursing homes or private residences. Some employees in the class transport clients undergoing rehabilitation treatment to medical facilities. Incumbents must possess an appropriate state driving license and must complete training enabling them to provide first aid to patients being transported in emergencies. Work is performed under a technical or administrative superior who makes trip assignments and spot checks quality of transportation service being provided.

Illustrative Tasks:

Operates passenger vehicles to transport patients between nursing or private homes and clinics or other medical facilities; transports clients being treated under rehabilitation programs to clinics or other treatment or diagnostic facilities.

Administers first aid in emergencies to patients in transit; transports patients to appropriate facility for further care.

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Completes dispatch records showing patient's name, destination, mileage and other related information.

Assures that assigned vehicles are clean and adequately supplied with fuel; reports need for maintenance to supervisor.

Performs related work as required.

Knowledge, Abilities and Skills:

Knowledge of emergency first aid. Knowledge of the operation of assigned passenger vehicles. Knowledge of safe driving practices. Knowledge of roadways and traffic regulations of the area. Ability to exercise good judgment and skill in the application of emergency first aid. Ability to react quickly and calmly in emergencies. Ability to carry out oral and written instructions from nursing and other personnel. Ability to maintain a sympathetic attitude towards patients and clients of all ages and varying disabilities. Ability to operate assigned vehicles with skill and care.

Item No. 16: EXECUTIVE SECRETARY

Minimum Qualifications:

High school diploma or GED. Three years of advanced secretarial experience are required. Must take and pass a typing skills test with a score of 40 net WPM. Photo identification is required to take the typing skills test.

Nature of Work:

This is executive secretarial and related clerical work for an Assistant Director or a Deputy Director of a County Department or comparable executive official. Employees in this class perform a variety of complex secretarial and clerical duties for an Assistant Department Director, Deputy Department Director or comparable executive official. Emphasis of the work is on the performance of advanced secretarial duties requiring considerable knowledge of the executives responsibilities and an understanding of the policies, programs, procedures, and regulations in effect in the department. Duties typically include arranging for and attending conferences, independently answering inquiries where there is established policy or precedent action, taking and transcribing dictation, composing and typing correspondence and performing research to compile data for special reports and other purposes. Incumbents utilize a variety of office skills and considerable independent judgment in relieving supervisor of administrative details. Supervision may be exercised over subordinate clerical employees through assignment of tasks and review of completed work for accomplishment of desired objectives. General supervision is received from an Assistant Department Director, Deputy Department Director or comparable executive official who reviews work for satisfactory performance of executive secretarial duties and for attainment of desired goals and objectives.

Illustrative Tasks:

Performs executive secretarial duties for an Assistant Department Director, Deputy Department Director or comparable executive official; commits time in making appointments and maintains

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calendar; maintains itinerary and makes travel and hotel arrangements as required. Arranges for and attends various conferences and meetings; informs participants and provides background information; serves as recording secretary at conferences, board meetings and staff consultations; takes official minutes and prepares reports of proceedings; follows through on actions required as a result of conferences. Takes and transcribes dictation which may vary by subject matter including legal, technical, financial or other specialized terminology; takes verbatim transcript from telephone calls or in conferences as requested; operates personal computer and other computerized office equipment. Opens, screens, and distributes mail; marks important parts of instructions, orders, and regulations for executive, and organizes mail according to priorities; maintains control of correspondence flow through office; insures that report deadlines are met and that all information distributed is complete. Composes correspondence from verbal instructions of superior, and independently drafts replies to inquiries; reviews correspondence prepared by others for superiors signature to insure correct grammar, format, and completeness. Receives and screens telephone calls and visitors; responds to requests for information by answering questions where there are established policies or regulations, or precedent actions taken by supervisor. Plans, assigns, and reviews the work of subordinate clerical employees engaged in typing reports, correspondence and other documents, filing, and performing a variety of other clerical duties; provides training in procedures and methods in the organization of assignment. Researches and compiles data from a variety of sources in connection with special reports, budget preparation, and other matters; assembles material for reply to correspondence demanding superiors personal attention. Keeps various activity and production records; types various activity reports, requisitions, work orders, and personnel forms; composes reports on caseloads, workloads or other subjects as delegated; authorizes expenditures from petty cash; requisitions office supplies; performs arithmetic calculations for budget requests and other matters. Establishes and maintains office filing systems; reorganizes files as required; establishes subject matter files; purges files of unnecessary items according to established policies and procedures. Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance. Performs related work as required.

Knowledge, Abilities and Skills:

Extensive knowledge of executive secretarial methods, techniques, and procedures. Thorough knowledge of general office procedures, practices, and equipment. Thorough knowledge of the department to which assigned including its policies, procedures, regulations, organization, and work flow. Thorough knowledge of executive protocol and the proper order of etiquette in conducting secretarial activities with responsible County and other officials. Considerable knowledge of business English, spelling, and arithmetic. Considerable knowledge of the structure and function of various County departments. Considerable knowledge of the responsibilities of an Assistant Department Director, Deputy Department Director or comparable executive official, and the relationship with other department executives, managers, and supervisors. Knowledge of supervisory principles and practices. Ability to establish and maintain an effective working secretarial relationship with an Assistant Department Director, Deputy Department Director or comparable executive official. Ability to take and transcribe dictation at a high rate of speed. Ability to operate typewriters, personal computers, and other computerized office equipment with accuracy and speed. Ability to develop and maintain effective working relationships with subordinates, superiors, and a variety of County and other officials. Ability to express ideas clearly,

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concisely, verbally, and in writing. Ability to establish and revise office policies and procedures. Ability to research and develop information from a variety of sources. Ability to supervise subordinates in a manner conducive to full performance and high morale.

Item No. 17: FOOD SERVICE WORKER 1

Minimum Qualifications:

Eighth grade. Must possess a Driver license.

Nature of Work:

This is routine food preparation and serving work in county homes and institutions. Work involves assistance to cooks, dietitians, and other personnel in kitchens or dining rooms in such tasks as cleaning and chopping fruit and vegetables, weighing, measuring and assembling ingredients for various recipes, preparing coffee in large volume, portioning and cutting desserts and serving food in cafeterias or on hospital wards. Employees in this class are required to observe established sanitary standards in the preparing, handling and serving of food, and in their personal hygiene, and are responsible for courtesy and a pleasant demeanor in serving patrons of the dining service. Work is performed under immediate supervision of cooks, dietitians or other personnel who inspect work in progress and review results obtained.

Illustrative Tasks:

Cleans and chops vegetables and fruits; weighs, measures and assembles ingredients for cooks; mixes and unmolds gelatin salads; makes coffee and toast. Portions and cuts desserts; portions out salad dressings and salads, and pours between meal nourishments. Serves food to customers in cafeteria lines; keeps cafeteria line supplied with hot foods; loads steam carts for delivery to hospital floors and sets up trays for patients. Serves food to patients and keeps records of such service as required. Cleans kitchens and dining rooms; operates automatic dishwashers as assigned; dusts tables; cleans sugar bowls, salt and pepper shakers and kitchen utensils. Performs related work as required.

Knowledge, Abilities and Skills:

Some knowledge of the principles and practices of sanitation and personal hygiene as applied to food preparation and service. Some knowledge of the use and care of food service equipment and kitchen utensils. Some knowledge of food preparation and serving procedures in the unit of assignment. Ability to secure a health card at the time of appointment. Ability to understand and follow verbal and written instructions. Ability to work under conditions of high temperature. Ability to maintain a sympathetic attitude towards patients.

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Item No. 18: INVENTORY CLERK

Minimum Qualifications:

High school diploma or GED. Two years of experience in the receipt, storage, and inventory of materials to include the operation of materials handling equipment or delivery vehicles are required. Must possess a Driver license. Must have and maintain a good driving record.

Nature of Work:

This is inventory work in the receipt, storage and issue of various commodities and the maintenance of control records in a county supply area.

Employees in this class are responsible for operating a departmental storeroom or assisting in the operation of a large warehouse facility. Duties involve receiving, coding, storing and issuing items and posting, balancing and auditing inventory records. Some incumbents receive and transmit purchase requests and maintain status of purchase requisitions. Work may require familiarity with a specialized commodity grouping such as electronic components, pharmaceuticals or hospital supplies. Supervision may be exercised over Stores Clerks or other clerical personnel assigned to the supply unit. Supervision is received from a supply official who inspects work for the timely and accurate filling of supply requisitions and proper maintenance of inventory records.

Illustrative Tasks:

Operates a central storeroom for supplies and materials used in a building maintenance division including plumbing, electrical, carpentry, refrigeration and related supplies.

Receives meats, produce, frozen foods and related goods; checks goods for quality and quantity; selects proper procedure for storage, placing items in refrigerated rooms and deep freezers where temperatures are daily monitored and logged; supervises rotating of stock and issues foods and supplies to kitchens, cafeterias and other designated area manually, by means of mechanical stock moving equipment or by means of motor driven vehicle within a confined area when the occasion demands.

Checks deliveries by vendors against requisitions for correctness and completeness; answers telephone inquiries concerning materials in stock.

Maintains varied stock records such as inventory cards, invoices, purchase requests received, and the status of requisitions; verifies input and output records for computer; identifies and codes stock items.

Supervises a small crew of subordinate personnel in stockroom or warehouse storage and inventory operations and housekeeping of storage areas.

Performs related work as required.

Knowledge, Abilities and Skills:

Knowledge of storeroom or warehouse receipt, storage and inventory practices and procedures.

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Knowledge of detailed inventory record keeping practices and procedures.

Knowledge of computerized inventory record system applicable in the area of assignment.

Knowledge of characteristics and use of items in the commodity grouping to which assigned.

Some knowledge of centralized purchasing procedures used by the county.

Ability to carry out daily activities with a minimum of supervision.

Ability to carry out oral and written instructions.

Ability to supervise a small crew of workers in a manner conducive to full performance and high morale.

Ability to maintain complete and accurate inventory records.

Ability to make routine calculations with speed and accuracy using calculator and adding machine.

Sufficient physical strength and agility to permit climbing of ladders and lifting and moving of heavy stock.

Item No. 19: MAINTENANCE REPAIRER

Minimum Qualifications:

Eighth grade. One year of experience performing semi-skilled maintenance and repair tasks or assisting with maintenance and repairs in any of a variety of the skilled trades is required. Must possess a Driver license. Must be able to lift 50 lbs.

Nature of Work:

This is semi-skilled work in the performance of a variety of maintenance and repair tasks in one or more of the trades areas. Employees in this class perform a variety of general maintenance work which approaches the journeyman level but does not require as high a degree of skill. Employees are frequently called upon to perform rough maintenance and repair work covering several building and mechanical trades areas. Assignments are usually received verbally and may be accompanied by sketches. Instructions are usually very specific as to the nature of the work to be done. A maintenance repairman may devise his own methods for accomplishing assigned tasks and may work with some independence, but all work is subject to inspection in process and upon completion by craftsmen, foreman, or other supervisory personnel.

Illustrative Tasks:

Replaces defective light bulbs throughout a large building; cuts, threads and bends conduit pipe to sizes and lengths as required by electricians; replaces burned out fuses; cleans and lubricates desk fan; checks brushes on fan motors. Makes general minor repairs to wood fixtures, ramps, ladders,

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and frames; assists in the installation of door locks, hinges, shelf brackets, sash chains, and other hardware fixtures; feeds lumber into power saws, planers, and joiners; operates power and manual tools to assist carpenters in cutting, fitting, assembling, and erecting wooden objects and structures. Mixes plaster, mortar, and cement; slakes lime; assists journeyman engaged in building or repairing brick, stone, or tile walls and structures. Does rough painting, independently or under direction of journeyman or foreman; sands down furniture or other items to be painted; applies primer and finished coat using brush or spray gun; cuts glass to size and shape; inserts in windows using putty. Assists in repair and overhaul of air conditioning and refrigeration equipment utilizing semi-skills of the electrical and plumbing trades. Assists skilled automotive mechanics in taking down and reassembling automobiles, trucks, and tractors; makes minor repairs to automotive equipment under supervision of mechanics. Installs and repairs street signs and asphalt channelization, using hand tools such as post hole digger, iron bar, and air hammer. Assists plumbers by unstopping sinks, toilets, hand basins, sewer lines, and similar systems and facilities. Erects scaffolding; loads and unloads materials, cleans tools, and work area upon completion of project. Performs related work as required.

Knowledge, Abilities and Skills:

Knowledge of the standard tools, materials, methods, and practices of the trades areas to which assigned. Knowledge of the occupational hazards and safety precautions of the work. Ability to understand and follow oral and written instructions and to interpret and work from rough sketches. Ability to make rough estimates of time and material requirements. Ability to develop skill in the use and care of the tools, materials, and equipment of the trades areas concerned.

Item No. 20: MAINTENANCE REPAIRER - AUTOMOTIVE

Minimum Qualifications:

Eighth grade. One year of experience assisting in automotive maintenance and repair work is required. Must possess a Driver license. Must have own hand tools. Must obtain a CDL/Class A prior to completion of the six-month probationary period.

Nature of Work:

This is technical work which approaches the journeyman level in the diagnosis, repair and preventive maintenance of a wide variety of fixed and mobile mechanical equipment. Emphasis of the work is on performing complete vehicle preventive maintenance, repairs of moderate complexity on breakdowns, providing field service on a variety of trucks, construction equipment and fixed equipment, and assisting journeyman mechanics in the completion of complex maintenance work. Supervision is received from mechanics or shop supervisors who review work in progress and upon completion for satisfactory repair and maintenance activities, and satisfactory assistance in complex repair and maintenance tasks.

Illustrative Tasks:

Performs complete vehicle preventive maintenance involving chassis/body lubrication, oil changes, filter replacements, and inspection/evaluation of all operational systems of the vehicle. Performs repairs on breakdowns of moderate complexity such as lights, wiring, belts, hoses, cab components,

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brakes and hydraulics. Provides field service on a wide variety of trucks, construction equipment and fixed equipment. Assists journeyman mechanics in the completion of complex maintenance tasks. Changes tires, wheels and tracks; performs wait jobs, as required. Assists stockroom employees with inventory and farm-out transport. Cleans and maintains shop tools and shop equipment; performs shop related non-mechanical tasks and completes paperwork, as required. Observes established safety practices and procedures. Performs related work as required.

Knowledge, Abilities and Skills:

Knowledge of design characteristics of a wide variety of fixed and mobile equipment. Knowledge of vehicular preventive maintenance techniques and procedures. Knowledge of the repair and adjustment of mobile and fixed equipment parts, assemblies, components and operating systems. Knowledge of automotive tools, equipment, and materials. Knowledge of the occupational hazards and safety precautions of automotive repair and maintenance work. Ability to use automotive repair tools and equipment to perform preventive maintenance and repairs of moderate difficulty. Ability to perform complete preventive maintenance procedures. Ability to change tires and wheels on mobile equipment. Ability to provide effective assistance to journeyman mechanics in complex repair tasks. Ability to follow verbal and written instructions. Skill in automotive mechanics. Skill in the care and use of automotive tools and equipment.

Item No. 21: OFFICE SUPPORT SPECIALIST 1

Minimum Qualifications:

High school diploma or GED. Must take and pass a typing skills test with a score of 30 net WPM. Photo identification is required to take the typing skills test.

Nature of Work:

This is routine typing and clerical work which follows well established procedures. Work requires skilled typewriting in addition to clerical work similar to that of the Clerk 1 class. Duties follow well defined procedures and methods. Work may include the operation of other standard office machines for which no previous training is required. Detailed instructions and close supervision are received at the beginning of work and on new assignments, but regular routine tasks are performed more independently and some initiative and judgment are utilized as experience is gained. Employees may make arithmetical or other checks upon work of other employees for accuracy, but do not exercise direct supervision. Work is subject to close supervision and is reviewed by superior on completion both for content and accuracy.

Illustrative Tasks:

Types articles, letters, memoranda, reports, statements, tabulation, and other materials from copy, rough draft or dictating machine; cuts and proofreads stencils, operates mimeograph and copy machines. Sorts and files correspondence, reports, vouchers or other materials numerically, alphabetically or by other established classifications. Meets the public, gives non-technical information and explains well defined rules; screens and refers office callers; opens, sorts, and distributes mail; takes telephone messages. Completes and mails routine forms or form letters; posts data from forms or from letters on cards or other records based on well established procedure.

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Computes data from requisitions, listings, time reports or other records; assembles data in appropriate form for use in completing required reports. Makes simple arithmetic calculations; prepares and codes billings; verifies cashier tapes and issues receipts for payments. Enters cases in dockets and files case jackets; types court calendars; sorts and files index cards, and records bonds. Performs related work as required.

Knowledge, Abilities, and Skills:

Some knowledge of business English, spelling, and arithmetic. Some knowledge of office practices and procedures. Ability to understand and follow oral and written instructions. Ability to learn assigned clerical tasks readily and to adhere to prescribed routines. Ability to make arithmetic computations and tabulations accurately and with reasonable speed. Ability to meet and deal courteously with the general public. Skill in typing from rough drafts, clear copy or a dictating machine at a reasonable rate of speed.

Item No. 22: OFFICE SUPPORT SPECIALIST 2

Minimum Qualifications:

High school diploma or GED. One year of clerical experience is required. Must take and pass a typing skills test with a score of 35 net WPM. Photo identification is required to take the typing skills test.

Nature of Work:

This is advanced clerical work which involves moderately complex work methods and problems and requires skilled typewriting. Although employees in this class perform duties which require skilled typewriting, the principal emphasis is upon the wide variety of clerical tasks performed which require the application of independent judgment and clerical knowledges. Work of these positions other than typewriting is similar in nature and level to that found in the Clerk 2 class. The varied of work differs among positions, but where work is more repetitive there is an additional responsibility for finality of action. Work may include the operation of other standard office machines for which no previous training is required. Supervision is occasionally exercised over a small group of employees assisting in routine details. Until the more difficult phases of a job are learned an employee works under relatively close supervision, but thereafter detailed instructions are received only when changes in procedures are made. Work is reviewed by a supervisor through observation of operations, periodic audits of work performed, review of typewritten material, and by advice and assistance on unusual or difficult problems.

Illustrative Tasks:

Maintains the less complex accounting, financial and cost records where no technical knowledge is required but where frequent procedural problems arise; prepares or checks payrolls, vouchers, requisitions and purchase orders; maintains personnel, financial, court and similar records. Gives information to other divisions and the public, applying significant knowledge of departmental rules, regulations and procedures to interpretations made. Supervises a small group of employees engaged in routine clerical and typing duties. Processes documents requiring various procedural knowledges such as warrants for arrest or insurance claims; reviews documents for sufficiency, obtains necessary

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signatures and routes appropriately, maintaining follow-up. Prepares less complex tax statements; computes simple taxes or obtains data for the computation of more involved taxes; replies to correspondence inquiries covering tax procedures. Composes and types form letters and other routine correspondence based on information from records and files; prepares rough draft reports, narratives and statistical tabulations. Types from copy, rough draft or general instructions, accounting and financial statements, inventories, court records, letters, payrolls, receipts, medical records and case histories, departmental reports, permits or other materials, frequently requiring independent action and discretion on problems encountered. Takes and transcribes dictation by dictating machine, including correspondence, reports or other materials; takes dictation from professional personnel requiring knowledge of special terminology. Performs related work as required.

Knowledge, Abilities and Skills:

Knowledge of business English, spelling and arithmetic. Knowledge of office practices and procedures. Ability to understand and carry out moderately complex oral and written instructions. Ability to make minor decisions in accordance with procedures, laws and regulations and to apply these to work problems. Ability to make arithmetic computations accurately with reasonable speed. Ability to assign, supervise and review the work of other clerical employees in a manner conducive to full performance and high morale. Ability to meet and deal effectively with the general public and to use tact and good judgment. Skill in typing accurately from rough draft, plain copy or dictation machines at a reasonable rate of speed.

Item No. 23: OFFICE SUPPORT SPECIALIST 3

Minimum Qualifications:

High school diploma or GED. Two years of advanced clerical experience to include one year using personal computer software are required. Must take and pass a typing skills test with a score of 40 net WPM. Photo identification is required to take the typing skills test.

Nature of Work:

This is supervisory clerical work or independent clerical work of comparable responsibility requiring skilled typing. Employees in this class supervise the work of a moderate sized staff engaged in varied clerical duties of a complex nature or perform independent work of a comparable level of difficulty. Primary responsibilities typically include planning, assigning, and reviewing work of a subordinate staff performing clerical duties requiring knowledge of established procedures and regulations for a specific county operation. Some employees in this class serve in a secretarial capacity to an executive where skill in stenography is not essential, requiring considerable knowledge of departmental organization, programs, policies, and regulations. Incumbents are frequently required to keep informed on changes in basic laws and related regulations pertaining to the work and to train subordinates accordingly. General supervision is received from an executive or other supervisor who assists with unusual and difficult problems.

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Illustrative Tasks:

Serves as secretary to an executive official; receives, screens, and routes incoming mail; receives and answers inquiries of office visitors; composes correspondence from brief oral instruction; compiles data for departmental budget, making arithmetical calculations and typing appropriate supporting documents; immediately supervises and trains a small clerical staff assisting with duties of the executives office. Plans, assigns, and supervises work of a clerical staff engaged in a large volume of hospital personnel record work, including processing documents for new employees, assembling information and typing various personnel actions according to current regulations, maintaining detailed position control of budgeted positions, processing separations and related work; rotates employees between various assignments; spot checks completed personnel actions and other work for accuracy; coordinates work with central personnel department. Plans, assigns, and supervises work of a sizeable group of clerk typists engaged in issuing tags and effecting title changes and registrations for vehicles and boats; supervises a small related staff who receive and dispose of inquiries and maintain record files; disposes of complaints from the public; trains seasonal employees in heavy workload periods; prepares required workload reports. Supervises work of a moderate sized group of subordinate office support specialists responsible for a large volume of hospital timekeeping work for a wide variety of positions; supervises the review of division time cards, current maintenance of time and leave cards, preparation of merit increase schedules and personnel reports such as overtime and service award lists; advises subordinates on new and revised time and leave regulations. Serves in charge of indexing and recording of official County Commission minutes; reads details of Commission agenda and reports of action recorded in official minutes and condenses for incorporation into index records; codes all items using judgment in assigning type and number of appropriate reference codes; supervises a small clerical staff engaged in typing action items on all appropriate pages of the official index record; replies to a heavy volume and wide variety of inquiries from county departments, the public, Commissioners, and their secretaries and others relating to various official Commission action in previous years; obtains reference information for Commissioners during meetings. Assists the Administrative Officer in a tax assessor activity with a variety of general administrative duties; assembles data for annual budget preparation; initiates requests for supplies, equipment and services; prepares personnel actions and maintains leave records for departmental employees; bills various municipalities and receives payments for deed transfers; supervises clerical assistants as assigned. Performs related work as required.

Knowledge, Abilities and Skills:

Considerable knowledge of the clerical procedures used in office management. Considerable knowledge of the specific governmental operation to which assigned, including its policies, procedures, organization, work flow, regulations, and recordkeeping. Considerable knowledge of secretarial procedures including correspondence preparation, filing systems, office machine operation, business English, and commercial arithmetic. Ability to plan, assign, and coordinate the work of moderate sized clerical staff in a manner conducive to full performance and high morale. Ability to develop and maintain cooperative and effective relationships with all individuals contacted. Ability to use good judgment in the application of various procedures and regulations pertinent to the area of assignment. Ability to search for and compile data from files and other sources applicable to the topic of concern. Ability to express ideas clearly and to communicate

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effectively, orally and in writing. Ability to operate both manual and electric typewriters at an accurate and rapid rate of speed.

Item No. 24: SECRETARY

Minimum Qualifications:

High school. One year of advanced clerical experience is required. Must take and pass a typing skills test with a score of 35 net WPM. Photo identification is required to take the typing skills test.

Nature of Work:

This is advanced secretarial and related clerical work for responsible County officials, administrators, and managers. Employees in this class typically perform advanced secretarial duties for a Section Head official who reports to an exempt Division Director or other exempt executive at the divisional level or above. Work includes utilizing the full range of modern secretarial skills to perform secretarial duties, operation of word processing equipment, micro-computers, typewriters, and other office equipment, assigning and reviewing the work of lower-level clerical employees and preparing a variety of reports, forms, requisitions, and correspondence. Duties may include taking and transcribing dictation which may involve financial, engineering or other technical terminology. Supervision is received from an administrative official who reviews work for the efficient and effective performance of secretarial duties in support of unit operations.

Illustrative Tasks:

Performs advanced secretarial duties for a County official or administrator who is located organizationally directly underneath an exempt Division Director; makes appointments and maintains calendar; arranges for conferences and meetings; attends meetings and conferences taking minutes or summary notes. Opens and distributes mail; maintains control of correspondence flow through section and assures that response deadlines are met; composes correspondence or selects standardized formats; prepares a variety of reports, correspondence, documents, forms, and requisitions. Receives visitors and screens telephone callers; acts as receptionist and answers requests for information involving department, division or section activities and established policies and procedures. Operates word processing, micro-computer or advanced typewriting equipment to prepare and create report, generate correspondence or other documents, and complete forms, requisitions and other similar standardized records. Assigns and reviews the work of subordinate clerical employees engaged in typing, filing, and other clerical activities; provides advice and assistance as questions arise concerning work tasks and section procedures. Retrieves and assembles material from files; authorizes expenditures from petty cash funds; requisitions office supplies; performs arithmetic calculations as needed. Takes and transcribes dictation as required, involving technical or specialized terminology. Performs related work as required.

Knowledge, Abilities and Skills:

Considerable knowledge of secretarial procedures, methods, and techniques. Knowledge of modern office procedures, practices, and equipment. Knowledge of business English, spelling, and arithmetic. Some knowledge of supervisory principles and practices. Some knowledge of County organization and operations. Ability to establish and maintain an effective working secretarial

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relationship with a governmental official. Ability to operate modern office equipment. Ability to search for and compile information from files and other sources. Ability to make minor decisions in accordance with office procedures and departmental regulations. Ability to develop and maintain effective departmental and public relations.

Item No. 25: SEMI-SKILLED LABORER

Minimum Qualifications:

Eighth grade. Six months of experience as a general helper or laborer are required. Must possess a CDL/Class B.

Nature of Work:

This is heavy manual work involving limited skills in various maintenance and construction tasks for the Miami-Dade Water and Sewer Department. Employees in this class perform laboring tasks requiring some acquired skills in the use of hand tools, power tools and equipment, or occasional operation of light automotive equipment. Duties may involve the maintenance of water treatment buildings and equipment, assisting in the repair of various types of sewer pipes, and assisting journeymen in a variety of trade and craft areas. Employees are responsible for the upkeep and efficient operation of the tools or equipment used. Instructions are usually received verbally and routine tasks are performed with considerable independence, while more difficult work is performed under the supervision of a skilled trades employee or crew leader. All work is subject to inspection in progress and upon completion.

Illustrative Tasks:

Chips and scrapes water treatment units and contact basin weirs to remove calcium buildup and maintain proper flow; assists in maintenance and cleanup of operational equipment and areas. Assists in the installation and repair of various sizes of clay, PVC, galvanized and cast iron pipes above and below ground; sets up cones and directs traffic as necessary; performs hand-digging in difficult areas inaccessible to heavy equipment. Operates pressure cleaning equipment to clean water treatment units, buildings and other structures. Assists in the installation and repair of various water meters; operates jackhammer or gas saw to cut sidewalks. Operates pick-up truck or other vehicle to transport tools, equipment and supplies; loads and unloads equipment and supplies on and off of trucks or other utility vehicles. Operates power mowers, small tractors, saws, edgers, clippers and other equipment used in landscaping and roadside maintenance. Operates, cleans and maintains large power-spraying equipment used to control insects, plant pests, and weeds. Assists in surface preparation and spray painting of signs; cleans, sands, straightens and repairs signs. Maintains tools and equipment used; cleans and makes minor repairs; performs routine preventive maintenance. Assists in maintaining work areas; removes trash, debris and waste materials from treatment plant areas. Performs related work as required.

Knowledge, Abilities and Skills:

Knowledge of basic methods, materials and techniques used in maintenance and construction work. Knowledge of power tools and equipment used in water and sewer maintenance activities.

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Knowledge of occupational hazards and safety precautions applicable to the area of assignment. Ability to operate pick-up or other trucks, small tractors and similar automotive equipment. Ability to understand and follow verbal and written instructions. Ability to assist in the installation, repair and maintenance of a variety of water and sewer facilities and equipment. Ability to work out-of-doors occasionally under adverse weather conditions. Skill in the operation of power tools and equipment. Physical strength and agility sufficient to perform heavy manual labor.

DRAFT

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GROUP B

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Item No. 1: ADMINISTRATIVE SECRETARY

Minimum Qualifications:

High school diploma or GED. Three years of secretarial or related word processing experience are required. Must take and pass a typing skills test with a score of 40 net WPM. Photo identification is required to take the typing skills test.

Nature of Work:

This is advanced responsible secretarial and related clerical work for a division head or an exempt executive official in the County service. Employees in this class perform a variety of complex secretarial and clerical duties for division directors or other comparable executive officials within the County organization. Emphasis of the work is on the performance of advanced secretarial duties requiring considerable knowledge of the executives responsibilities and an understanding of the policies, programs, procedures and regulations in effect in the area of assignment. Duties typically include arranging for and attending conferences, independently answering inquiries where there is established policy or precedent action, taking and transcribing dictation, composing and typing correspondence and performing research to compile data for special reports and other purposes. Incumbents utilize a variety of office skills and considerable judgment in relieving the executive of administrative details. Supervision may be exercised over subordinate clerical employees through assignment of tasks and review of completed work for accomplishment of desired objectives. General supervision is received from a division director or an executive official who reviews work for satisfactory performance of executive secretarial duties and for attainment of desired goals and objectives.

Illustrative Tasks:

Performs secretarial and clerical duties for a division director or other comparable executive official; commits supervisors time in making appointments and maintains calendar; maintains supervisors itinerary and makes travel and hotel arrangements as required. Arranges for and attends various conferences and meetings; informs participants and provides background information; serves as recording secretary at conferences, board meetings and staff consultations; takes official minutes and prepares reports of proceedings; follows through on actions required as a result of conferences. Takes and transcribes dictation which may vary by subject matter including legal, technical, financial or other specialized terminology; takes verbatim transcript from telephone calls or in conferences as requested. Opens, screens and distributes mail; marks important parts of instructions, orders and regulations for executive, and organizes mail according to priorities; maintains control of correspondence flow through office; insures that report deadlines are met and that all information distributed is complete. Composes correspondence from verbal instructions of superior, and independently drafts replies to inquiries; reviews correspondence prepared by others for superiors signature to ensure correct grammar, format and completeness. Receives and screens telephone calls and visitors; responds to requests for information by answering questions where there are established policies or regulations, or precedent actions taken by supervisor. Plans, assigns and reviews the work of subordinate clerical employees engaged in typing reports, correspondence and other documents, filing, and performing a variety of other clerical duties; provides training in procedures and methods in the organization of assignment. Researches and compiles data from a variety of sources in

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connection with special reports, budget preparation and other matters; assembles material for supervisors reply to correspondence demanding superiors personal attention. Keeps various activity and production records; types various activity reports, requisitions, work orders and personnel forms; composes reports on caseloads, workloads or other subjects as delegated; authorizes expenditures from petty cash; requisitions office supplies; performs arithmetic calculations for budget requests and other matters. Establishes and maintains office filing systems; reorganizes files as required; establishes subject matter files for superior; purges files of unnecessary items according to established policies and procedures. Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance. Performs related work as required.

Knowledge, Abilities and Skills:

Thorough knowledge of executive secretarial methods, techniques and procedures. Thorough knowledge of general office procedures, practices and equipment. Considerable knowledge of the operation to which assigned including its policies, procedures, regulations, organization and workflow. Considerable knowledge of executive protocol and the proper order of etiquette in conducting secretarial activities with responsible county and other officials. Considerable knowledge of business English, spelling and arithmetic. Considerable knowledge of the structure and function of various county departments. Knowledge of supervisory principles and practices. Ability to establish and maintain an effective working secretarial relationships with an executive official. Ability to take and transcribe dictation at a high rate of speed. Ability to operate typewriters, personal computers and other office machines with accuracy and speed. Ability to develop and maintain effective working relationships with subordinates, superiors and a variety of county and other officials. Ability to express ideas clearly and concisely, verbally and in writing. Ability to establish and revise office policies and procedures. Ability to research and develop information from a variety of sources. Ability to supervise subordinates in a manner conducive to full performance and high morale.

Item No. 2: CLERK 3

Minimum Qualifications:

High school diploma or GED. Two years of advanced clerical experience are required.

Nature of Work:

This is supervisory clerical work or independent clerical work of comparable responsibility. Employees in this class usually plan, assign, and review the work of a moderate sized clerical staff engaged in complex clerical activities. In the absence of supervisory responsibilities they do more advanced clerical work requiring the application of more varied and involved procedures and the more frequent use of a higher degree of independent judgment in solving work problems than is found in the Clerk 2 class. Situations concerning important departures from standard practices and procedures are referred to a superior for final decision. New assignments usually consist of statements of desired objectives, and work is usually reviewed only for achievement of desired results.

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Illustrative Tasks:

Plans, assigns, and supervises the work of a moderate sized clerical staff engaged in such activities as making simple interpretations of planning, building, zoning laws, rules, and regulations; in preparing maps for zoning purposes; compiling and auditing payrolls, and in recording minutes of court procedures. Supervises a small clerical staff engaged in diverse filing, typing, and stenographic activities relating to such functions as: park operations, billing and receiving waste collection fees, or scheduling minor hospital purchasing, maintenance, and transportation activities. Supervises the mail room of a large county institution; maintains current roster for purposes of mail distribution; sorts mail and packages; sells stamps and money orders, insures and affixes postage to parcel post; maintains official governmental postal manual containing regulations and directives pertaining to the use of the mails, and answers difficult inquiries. Answers calls pertaining to right-of-way dedicated to the county; assists abstractor in title search, checks right-of-way and property deeds as to description; prepares deeds for acceptance by the Board of County Commissioners, and after recording enters them in the right-of-way records. Keeps county property books and section tracings up-to-date as to right-of-way and county properties. Assists superior in planning for and administration of Division activities including budget, personnel, purchasing work methods, and procedures; supervises a group of clerical, duplicating equipment operators, driver-messengers, and custodial services, and a central storeroom of office and stationary supplies for county departments. Supervises and participates in preparing tax statements, in posting tax payments to rolls, in checking rolls for delinquent taxes, and in balancing the rolls at close of the year; maintains property card files of parcels of land in the county, with particular emphasis on property having delinquent taxes due; prepares interest charts for delinquent sale certificates; conducts tax deed sales; prepares and supervises the preparation of municipal and county delinquent real estate tax bills. Supervises the complaint section of a department; receives calls and answers questions pertaining to drainage, road construction and repair, sidewalks, canals, debris removal, rock pits, and related engineering matters; maintains cross reference file on all projects under construction for purposes of public information. Performs related work as required.

Knowledge, Abilities, and Skills:

Considerable knowledge of business, English, spelling, and arithmetic. Considerable knowledge of office practices, procedures, and appliances. Some knowledge of the principles of office management and supervision and ability to apply this knowledge to work problems. Ability to acquire rapidly considerable knowledge of the legal, administrative and procedural regulations applicable to the organization of assignment. Ability to keep complex records and prepare periodic reports from such records. Ability to plan, assign, and coordinate the work of a moderate sized clerical staff, and to instruct and train clerical subordinates in a manner conducive to full performance and high morale. Ability to develop and maintain effective departmental and public relations. Ability to develop, layout, and install clerical procedures and operations from general instructions.

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Item No. 3: DATA ENTRY SPECIALIST 1

Minimum Qualifications:

High school diploma or GED. Two years of data entry experience to include using personal computer office applications are required.

Nature of Work:

This is data entry and clerical work which involves moderately complex work methods, problems, and requires data entry skills. Although the emphasis of the work is on data entry, employees are also responsible for the performance of a wide variety of tasks which require the application of independent judgment and clerical knowledge. The variety of work differs among positions, but where work is more repetitive there is an additional responsibility for finality of action. Work may include the operation of other standard office machines for which no previous training is required. Supervision is occasionally exercised over a small group of employees assisting in routine details. Until the more difficult phases of a job are learned an employee works under relatively close supervision, but thereafter detailed instructions are received only when changes in procedures are made. Work is reviewed by a supervisor through observation of operations, periodic audits of work performed, and by advice and assistance on unusual or difficult problems.

Illustrative Tasks:

Performs data entry including researching, verifying, and correcting information to be entered into a database; creates simple forms and formats or statistical charts; runs and prints reports, and performs disk backups. Operates standard office equipment such as personal computer, copy or facsimile machine, and calculator; screens telephone calls and refers caller to appropriate party or takes telephone message; opens, sorts, and distributes mail; sorts and files correspondence, reports, or other materials. Processes documents requiring various procedural knowledge specific to area of assignment; reviews documents for sufficiency, obtains necessary signatures and routes appropriately, maintaining follow-up; provides information to other divisions and the public, applying significant knowledge of departmental rules, regulations and procedures to interpretations made; may supervise a small group of employees engaged in routine clerical duties. Performs related work as required.

Knowledge, Skills and Abilities:

Knowledge of simple data processing and transmission principles utilized in computerized information systems. Knowledge of routine office practices and procedures. Ability to read and decipher data on source documents to be entered. Ability to enter and verify information with accuracy and a reasonable rate of speed. Ability to understand and follow oral and written instructions. Ability to work with considerable independence. Skill in data entry or typing.

Item No. 4: OFFICE SUPPORT SPECIALIST 1

Minimum Qualifications:

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High school diploma or GED. Must take and pass a typing skills test with a score of 30 net WPM. Photo identification is required to take the typing skills test.

Nature of Work:

This is routine typing and clerical work which follows well established procedures. Work requires skilled typewriting in addition to clerical work similar to that of the Clerk 1 class. Duties follow well defined procedures and methods. Work may include the operation of other standard office machines for which no previous training is required. Detailed instructions and close supervision are received at the beginning of work and on new assignments, but regular routine tasks are performed more independently and some initiative and judgment are utilized as experience is gained. Employees may make arithmetical or other checks upon work of other employees for accuracy, but do not exercise direct supervision. Work is subject to close supervision and is reviewed by superior on completion both for content and accuracy.

Illustrative Tasks:

Types articles, letters, memoranda, reports, statements, tabulation, and other materials from copy, rough draft or dictating machine; cuts and proofreads stencils, operates mimeograph and copy machines. Sorts and files correspondence, reports, vouchers or other materials numerically, alphabetically or by other established classifications. Meets the public, gives non-technical information and explains well defined rules; screens and refers office callers; opens, sorts, and distributes mail; takes telephone messages. Completes and mails routine forms or form letters; posts data from forms or from letters on cards or other records based on well established procedure. Computes data from requisitions, listings, time reports or other records; assembles data in appropriate form for use in completing required reports. Makes simple arithmetic calculations; prepares and codes billings; verifies cashier tapes and issues receipts for payments. Enters cases in dockets and files case jackets; types court calendars; sorts and files index cards, and records bonds. Performs related work as required.

Knowledge, Abilities, and Skills:

Some knowledge of business English, spelling, and arithmetic. Some knowledge of office practices and procedures. Ability to understand and follow oral and written instructions. Ability to learn assigned clerical tasks readily and to adhere to prescribed routines. Ability to make arithmetic computations and tabulations accurately and with reasonable speed. Ability to meet and deal courteously with the general public. Skill in typing from rough drafts, clear copy or a dictating machine at a reasonable rate of speed.

Item No. 5: TELEPHONE CONSOLE OPERATOR 1

Minimum Qualifications:

High school diploma or GED. Three months of experience in telephone console or switchboard operations or completion of a training program in switchboard or telephone console operations are required.

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Nature of Work:

This is routine work in the operation of a private branch exchange telephone switchboard. Employees in this class do routine and repetitive work in the operation of a large private branch exchange cord switchboard carrying a heavy traffic load. Work primarily requires alertness and accuracy in placing, answering and transferring calls. Operators must also remember names and location of personnel in the department and be generally familiar with departmental routines. Employees work under general supervision, occasionally of a superior operator, and refer problems to the supervisor.

Illustrative Tasks:

Operates on an assigned shift, a private branch exchange switchboard having a large number of trunk lines and numerous extensions. Answers all incoming local and long distance calls and makes proper connection to person requested; places local and long distance outgoing calls; places interoffice calls. Answers routine and non-technical questions and refers other questions to proper persons. May keep records of long distance and collect calls, telegrams received, and messages which cannot be delivered at once. Occasionally does related receptionist work, directing people to proper offices, and giving routine information. Does simple clerical work such as filing, posting simple data, and taking inventories. Performs related work as required.

Knowledge, Abilities and Skills:

Knowledge of the operation of standard PBX switchboard with several trunks and numerous extensions. Ability to speak clearly and distinctly in a well modulated and pleasant voice, and to use correct grammatical construction and choice of words. Ability to remember accurately, within a reasonable training period, the names and locations of personnel in the organization served, and to understand essential departmental operations. Ability to react quickly and calmly in placing and receiving calls of an emergency nature. Ability to operate a large switchboard under conditions of heavy load calmly and efficiently. Ability to keep simple records accurately. Ability to understand and follow oral and written instructions.

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ATTACHMENT A
JOB DESCRIPTIONS

GROUP C

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Item No. 1: ACCOUNTANT 1

Minimum Qualifications:

Bachelors degree in Accounting; Bachelors degree to include 21 semester credits in Accounting; or Completion of 21 semester credits in Accounting and four years of accounting or bookkeeping experience are required. Data Processing coursework may substitute for Accounting coursework to a maximum of six semester credits.

Nature of Work:

This is professional accounting work in the application of established accounting principles and methods in the preparation, maintenance, analysis and control of financial records. Employees in this class are responsible for preparation, maintenance, analysis and control of fiscal records and statements in a departmental or central fiscal operation, or for assisting superiors with more complex accounting activities and the resolution of problems, applying professional accounting principles and methods to a variety of accounting procedures and problems. Emphasis of the work is on the maintenance of controls and balances of fiscal records through standard relationships of subsidiary ledgers to general ledgers or other accounting control methods. Duties require independent judgment in resolving technical accounting problems. Account classifications and operational standards are determined by established county and departmental regulations or statutory requirements. Supervision may be exercised over subordinate clerical personnel who assist in accounting, collection and related activities. Supervision is received from an administrative or professional superior who reviews progress and completed work for adherence to professional accounting standards and program guidelines, and completed work is also subject to periodic internal or external audit.

Illustrative Tasks:

Participates in the maintenance of accounting records in a departmental fiscal operation according to established account classifications, subsidiary journals, general ledgers and departmental or statutory accounting procedures; advises on or makes adjusting entries. Supervises subordinate Account Clerks, Cashiers, and other clerical personnel engaged in routine bookkeeping operations in posting and balancing of journals, ledgers and working papers. Prepares various financial statements and schedules, income and expenditure reports, statistical summaries and special reports from accounting records; assists superiors in the preparation of complete periodic financial statements of departmental or program operations. Assists superiors in budget preparation and modification as assigned; monitors budget expenditures and advises on potential problems such as accelerating expense categories; initiates requests for transfers of funds and budgetary amendments. Provides direct assistance to agencies funded under federal grants by assisting in the establishment of accounting records, preparation of accruals, and reimbursement packages, submission of periodic reports, and preparation of budgets; assures that accounting records and documentation are in accordance with departmental requirements; conducts pre-audit tests, analyses and evaluations of agency accounting records such as payrolls, accounts payable, and inventories to assure conformance with established guidelines; prepares reports of findings for superior. Reviews and approves expenditures for reimbursement by verifying propriety of expense, assuring proper

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documentation, verifying availability of funds and compliance with local, State and Federal laws, rules and regulations. Analyzes statistical and fiscal records and reports to determine projected expenditures, deficits or surpluses, budget modifications and costs of operations of various activities; examines cost codes for expenditures, encumbrances and balances to determine if codes have been properly charged and encumbered. Prepares monthly cost statements and working papers; distributes overhead expenses according to established formulae; compiles costs for incorporation into operating and special reports; prepares journal entries for the general ledger and subsidiary ledgers. Prepares analysis of sales; calculates gross profits and gross profit percentages from sales and cost of sales figures; prepares profit and loss statements for revenue producing organizations. Reconciles bank statements, and reconciles departmental reports with computer generated reports. Performs related work as required.

Knowledge, Abilities, and Skills:

Knowledge of professional accounting principles and procedures. Knowledge of the general principles of public financial administration including the budgetary process, reporting requirements and cost accounting techniques. Knowledge of computerized accounting systems, operating activities and fiscal programs of the department or agency of assignment. Knowledge of sources of information and accounting techniques used in the preparation of fiscal reports, statements, schedules and summaries. Knowledge of federal, state, and local laws, rules, regulations and guidelines relating to financial records of county departments and agencies funded by federal grants. Some knowledge of management principles and supervisory practices and procedures. Knowledge of office methods and procedures and familiarity with the use of standard office equipment. Ability to prepare complete and accurate accounting reports and statements. Ability to perform detailed work involving written and numerical data. Ability to make arithmetic calculations rapidly and accurately. Ability to interpret and apply accounting procedures and guidelines to a variety of accounting operations and problems. Ability to supervise a small group of clerical subordinates in a manner conducive to full performance and high morale. Ability to communicate effectively, both verbally and in writing.

Item No. 2: ACCOUNTANT 2

Minimum Qualifications:

Bachelor's degree in Accounting and one year of professional accounting experience; Bachelor's degree to include 21 semester credits in Accounting and one year of professional accounting experience; or one year of satisfactory performance as an Accountant 1 in the County service are required. Data Processing coursework may substitute for Accounting coursework to a maximum of six semester credits.

Nature of Work:

This is advanced professional or supervisory accounting work in the application of established accounting principles and methods in the preparation, maintenance, analysis and control of financial records.

Employees in this class are responsible for planning, assigning and reviewing the work of

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subordinate accountants and clerical employees engaged in the preparation and analysis of financial statements and reports, classifying, balancing and maintaining journals and ledgers and performance of related accounting duties. Some incumbents in the class exercise significant responsibility as the reviewing authority for reimbursement by State and Federal agencies for locally expended funds. Work differs from that found in the Accountant 1 class in that these positions require more advanced knowledge of accounting theories, principles and practices as well as governmental accounting procedures, and involve supervisory responsibility of a more advanced nature. Incumbents exercise considerable independent professional judgment in solving problems that arise within their assigned areas, and are called on to develop and design new and revised accounting procedures or systems as the need demands. Supervision is typically exercised over a group of subordinate accountants and clerical employees who assist in various accounting, collection and related activities. Supervision is received from a professional or administrative superior who reviews accounting records, statements and reports for attainment of desired quality of results and adherence to professional accounting standards and program guidelines. Completed work is also subject to periodic internal or external audit.

Illustrative Tasks:

Plans, assigns and supervises the work of subordinate professional and clerical employees engaged in recording and classifying accounting transactions, maintaining and reconciling journals, ledgers and other fiscal records, preparing and analyzing periodic financial statements, reports, summaries, schedules and tabulations.

Analyzes out-of-balance conditions, financial reports, budget documents and related accounting papers, and identifies causes or problems; advises superiors on adequacy of financial controls and solutions to complex accounting problems.

Studies, develops, refines and recommends new or revised accounting procedures; examines accounting problems and recommends revisions in forms, account classifications and statements to improve productivity and clarity.

Assists internal and external auditors in the periodic examination of fiscal records by providing reports and information; initiates corrective action as the result of audit to improve financial operations and controls.

Assists in the preparation of budget estimates and writes narrative justifications; provides budgetary information to departmental officials; compiles individual operating budgets into complete department documents; approves proposed encumbrances as to availability of funds; assists in the preparation of monthly allotments of appropriations and operating revenues; initiates budget amendments and changes in allocations between expense categories.

Prepares or supervises the preparation of a variety of complex financial statements, budgetary or cost studies, and special studies which relate to computerized accounting systems and departmental operations.

Coordinates accounting activities with other departmental financial operations; advises and trains

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subordinates in new and revised accounting procedures; attends conferences and meetings and provides information for making decisions on the development and implementation of new policies and procedures.

Reviews and approves expenditures for reimbursement by federal and state agencies by verifying propriety of expense, assuring proper documentation, verifying availability of funds and compliance with local, state and federal laws, rules and regulations; acts as reviewing authority for expenditures under federal or state reimbursement contracts where consequence of error would result in county liability for substantial amounts of funds expended by these government agencies; prepares final requisition requests to local, State and Federal agencies for reimbursement according to established procedures.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; counsels subordinates on job related problems; evaluates and rates employee performance.

Performs related work as required.

Knowledge, Abilities and Skills:

Considerable knowledge of professional accounting principles and practices and the development, installation and maintenance of government accounting systems.

Considerable knowledge of the sources of information, accounting techniques and organization of information used in the preparation of fiscal reports, statements, schedules and summaries.

Considerable knowledge of Federal, State and local laws, rules, regulations and guidelines relating to financial records of county departments and agencies funded by federal grants.

Considerable knowledge of computer accounting systems, operating activities and fiscal programs of the department or agency of assignment.

Considerable knowledge of the general principles of public financial administration including the budgetary process, reporting requirements and cost accounting techniques.

Knowledge of management principles and supervisory practices and procedures.

Knowledge of office methods and procedures and familiarity with the use of standard office equipment.

Ability to supervise a staff of professional and clerical employees in a manner conducive to full performance and high morale.

Ability to analyze complex accounting processes and problems and make effective recommendations for their resolution.

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Ability to design, develop and implement revised and new accounting procedures and techniques.

Ability to analyze and interpret complex accounting data, statements and tabulations.

Ability to prepare and supervise preparation of complete and accurate accounting reports and statements.

Ability to understand and interpret complex governmental procedures and regulations related to accounting requirements applicable to the organization to which assigned.

Ability to communicate effectively, both verbally and in writing.

Ability to perform detailed work involving written and numerical data.

Ability to make arithmetic calculations rapidly and accurately.

Item No. 3: ACCOUNTANT 3

Minimum Qualifications:

Bachelors degree in Accounting or Bachelors degree to include 21 semester credits in Accounting. Two years of professional accounting experience to include the preparation of complex financial reports are required. Additional professional accounting experience to include the preparation of complex financial reports may substitute for the required education on a year-for-year basis. Data Processing coursework may substitute for Accounting coursework to a maximum of six semester credits.

Nature of Work:

This is advanced professional accounting and supervisory work in the application of accounting principles and methods in the preparation, maintenance, analysis and control of financial records. Employees in this class are responsible for supervising a large staff of subordinate professional accountants and clerical employees engaged in accounting work for complex fiscal activities. Emphasis of the work is on supervision of major fiscal operations for a department including developing procedures and techniques necessary to carry out financial activities, preparation of budgets, accounting for revenues and disbursements, and preparation of complex fiscal reports. Responsibilities include coordinating accounting activities with other governmental accounting units and implementation of specialized accounting systems and reports. Incumbents exercise considerable independent judgment and professional knowledge of accounting principles, theories and practices as well as knowledge of governmental accounting procedures. Supervision is exercised over professional and clerical personnel through review of records and reports for adherence to established accounting principles, practices and procedures. General supervision is received from an administrative or professional superior who reviews work for attainment of desired results, adherence to professional accounting standards and program effectiveness. Completed work is also subject to periodic internal and external audit.

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Illustrative Tasks:

Plans, assigns and reviews the work of subordinate professional and clerical employees in a large accounting operation engaged in recording and classifying accounting transactions, maintaining and reconciling journals, ledgers and other fiscal records, preparing and analyzing periodic financial statements, reports, summaries, schedules and tabulations, revenue and expenditure reporting, budgetary calculations, recording accounts receivable and accounts payable, and bank account reconciliations. Develops and supervises the installation of new and revised accounting systems and procedures in order to improve efficiency in financial reporting; coordinates efforts with other departmental officials. Assists internal auditors and outside auditors in the examination of departmental accounting activities and preparation of audit working papers; initiates corrective action as the result of audit findings to improve financial operations, statements and controls. Assists agencies funded under Federal grants with preparation of audit responses to reports generated by internal and external auditors; visits agencies and reviews exceptions noted by auditors and reviews agency responses for completeness and advises on additional required information. Prepares and coordinates department budget requests; reviews preparation of specialized budget documents; supervises the preparation of a variety of complex financial statements requiring considerable knowledge of computerized accounting systems and departmental operations; assists subordinates with difficult or unusual problems. Assigns and supervises pre-audits of all invoices submitted as direct payment bills in order to determine validity, purpose of expenditure and proper appropriation coding. Provides for and supervises the maintenance of the general ledger including the posting of journal entries from subsidiary ledger accounts and preparation of the balance sheet. Coordinates accounting activities with other departmental operations and other county departments; trains subordinates; assists in making decisions on the development and implementation of new policies and procedures. Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance. Performs related work as required.

Knowledge, Abilities, and Skills:

Thorough knowledge of professional accounting principles and practices, office management, and the development, installation and maintenance of government accounting systems. Thorough knowledge of the sources of information, accounting techniques and organization of information used in the preparation of fiscal reports, statements, schedules and summaries. Thorough knowledge of the procedures and techniques used in the preparation of detailed and complex accounting statements and documents. Thorough knowledge of Federal, state and local laws, rules and regulations relating to financial records of county departments and agencies funded by Federal grants. Thorough knowledge of the financial and operating activities of the department or agency of assignment. Considerable knowledge of the general principles of public financial administration including budgetary processes and reporting requirements. Considerable knowledge of supervisory principles and practices. Knowledge of office methods and procedures and familiarity with the use of standard office equipment. Ability to supervise a large staff of professional and clerical employees in a manner conducive to full performance and high morale. Ability to analyze complex accounting processes and problems and make changes to improve operations and resolve problems. Ability to supervise preparation of complete and accurate accounting reports and statements of considerable complexity. Ability to design, develop and supervise the implementation of revised

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and new accounting procedures, techniques and systems. Ability to understand and interpret complex governmental procedures and regulations related to accounting requirements applicable to the organization of assignment. Ability to participate effectively in the formulation of departmental policies and procedures.

Item No. 4: AUTO EQUIPMENT OPERATOR 2

Minimum Qualifications:

Eighth grade. One year of experience operating medium and/or heavy-duty automotive and/or construction equipment are required. Must possess a CDL/Class A; or Eighth grade, six months of experience operating medium and/or heavy-duty automotive and/or construction equipment and successful completion of the Public Works Department Heavy Equipment Operator 2 Trainee Program or an equivalent Heavy Equipment Operator Training Program from another institution by a commission that is officially recognized by the United States Office of Education are required. Must possess a CDL/Class A. Must obtain tanker endorsement prior to the completion of the probationary period. Must pass a performance test on each of the following pieces of equipment: tandem dump truck with trailer or equivalent, track loader, and loader/backhoe combination. In the event an applicant has demonstrated safe and proper operations of the test vehicle, but failed the CDL pre-trip and/or demonstrated a minor deficiency on one of the test equipment, the applicant may be offered an Automotive Equipment Operator 2 Trainee position and will be required to pass the pre-inspection test and/or correct deficiencies prior to moving from trainee to probational status.

Nature of Work:

This is advanced skilled work in the operation of large vehicles and similar types of public works equipment. Employees in this class are responsible for operating tractor trailers, heavy duty road rollers, front end loaders, small bulldozers and other vehicles used principally for maintenance and construction purposes. Incumbents are responsible for the safe and efficient operation of the equipment and for performing routine pre-operational checks and routine preventive maintenance. Work requires skill and dexterity in using simultaneous control mechanisms on assigned vehicles. Supervision is received from a maintenance or construction supervisor who reviews work in progress and upon completion for proper equipment operation and thoroughness in carrying out assigned tasks.

Illustrative Tasks:

Transports construction equipment using a low bed trailer; operates tractor trailer in local hauling tasks; loads and unloads vehicles as required. Operates heavy duty road roller in resurfacing and roadway construction. Operates front-end loader or small tractor rigged with hydraulic loading lift and back hoe digging shovel. Operates amphibious vehicles used in spraying and removing vegetation from canals and waterways. Drives truck and operates hydraulic aerial hoists used in tree maintenance; uses crane and winch attachments for loading and placing various equipment and materials. May operate smaller earth-moving equipment such as bulldozers, graders, and mobile hydrocranes. Operates mow trim or boom-mounted saw to trim roadside vegetation and canal banks. Operates large dump truck to haul construction materials or debris. Operates large street sweeper for road maintenance. Operates a single bed trash truck with chipper attachment to cut back

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visual obstructions and hazardous roadside vegetation. Performs routine pre-operational checks and routine preventive maintenance of equipment; makes minor adjustments to equipment in the field. May assist labor crew with assigned tasks or direct labor crew on landscape or construction jobs. Performs related work as required.

Knowledge, Abilities, and Skills:

Knowledge of the operational characteristics of large vehicles and larger types of automotive equipment. Knowledge of large vehicles and public works equipment used for maintenance and construction purposes. Knowledge of safe driving techniques and the occupational hazards of motorized equipment operation. Knowledge of local traffic rules and regulations. Some knowledge of the geography and road network of the metropolitan area. Ability to operate an assigned vehicle in the prescribed manner. Ability to detect malfunctions while operating heavy equipment. Ability to make minor adjustments and to perform minor servicing of assigned automotive equipment. Skill in the operation of heavy automotive and public works equipment.

Item No. 5: AUTO EQUIPMENT OPERATOR 3

Minimum Qualifications:

Eighth grade. Two years of experience operating medium and/or heavy-duty automotive equipment or medium and/or heavy-duty construction equipment are required. Must possess a CDL/Class A. A performance skills test will be given.

Nature of Work:

This is skilled work in the operation of heavy duty earth-moving equipment. Employees in this class operate large diesel-powered vehicles used in varied maintenance and construction tasks. Duties include the operation of equipment with complex control systems requiring a high degree of manipulative skill and dexterity. Incumbents are responsible for the safe and efficient operation of the equipment and for performing routine pre-operational checks and routine preventive maintenance. Supervision is received from a field supervisor who inspects work in progress and upon completion for effective equipment operation and compliance with engineering standards.

Illustrative Tasks:

Operates road grader in roadway construction and maintenance work; builds road crown, slopes shoulders, spreads materials, blades drainage ditch; finishes work to grade. Rigs and operates crane, dragline, backhoe, pile driver and similar power shovel equipment; drags, hoists, swings and dumps materials using clamshell and bucket attachments for digging, widening and cleaning waterways and drainage ditches. Operates large hydraulic bulldozer to clear land for roadways, parking areas and other facilities. Operates a large grade-all to clean and maintain ditches, provide uniform grade to canal banks, and for excavation in canal construction and maintenance. Operates truck-mounted and crawler type excavating machines in the performance of a variety of construction and maintenance tasks. Operates large beach scraper in cleaning and grading ocean park areas; removes seaweed, debris and refuse while sloping and redistributing sand. Inspects equipment before starting; checks lubricants, cooling system, hydraulic and electrical systems; makes necessary minor adjustments;

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reports malfunctions to supervisor; field tests equipment after servicing. May serve as a crew leader over a small field crew of equipment operators and laborers. Performs related work as required.

Knowledge, Abilities, and Skills:

Considerable knowledge of the operating characteristics of heavy duty earth-moving equipment. Considerable knowledge of the occupational hazards and safety precautions applicable to the operation of construction equipment. Knowledge of basic maintenance requirements of heavy construction equipment. Ability to detect malfunctions while operating heavy construction equipment. Ability to make adjustments and to perform minor maintenance to heavy equipment. Ability to perform earth work according to engineering specifications. Skill in the operation of large earth-moving equipment.

Item No. 6: CARPENTER

Minimum Qualifications:

Eighth grade. Two years of skilled carpentry experience are required. Must possess a Driver license and own hand tools.

Nature of Work:

This is skilled work at the journeyman level in the construction, maintenance and repair of wooden articles, equipment and structures. Employees in this class are responsible for performing skilled carpentry tasks in accordance with standard trade practices. Work involves skilled hand and bench carpentry duties including the operation of power-driven wood-working machinery. Assignments may be made verbally or consist of written instructions, sketches, diagrams or blueprints. Supervision may occasionally be exercised over various trades helpers who assist in various phases of carpentry work. Supervision is received from a technical or administrative superior who periodically inspects work in progress and upon completion for satisfactory application of carpentry skills and adherence to job specifications.

Illustrative Tasks:

Performs general carpentry work in the construction, remodeling, alteration and maintenance of buildings, floors, roofs, stairways, partitions, doors, windows, screens, wood fixtures and furniture. Repairs tables, shelves, benches and cabinets; builds concrete forms; lays sub-flooring and does sheathing. Performs skilled bench work in a carpenter shop operating power saws, joiners, wood lathes, planers, and boring, sanding and mortising machines; uses and maintains hand carpentry tools. Patches boat hulls; makes ribs and braces; repairs fenders, bulkheads, piers, and moorings. Prepares estimates of time and material requirements for assigned tasks; keeps simple records. Reads and interprets blueprints, diagrams, sketches, and other written instructions. Observes established safety practices and procedures. Supervises various semi-skilled and unskilled trades helpers assigned to assist with various phases of carpentry work. Performs related work as required.

Knowledge, Abilities and Skills:

Considerable knowledge of the standard practices, methods, tools and materials of the carpentry trade. Considerable knowledge of the types, qualities, and uses of various woods. Considerable knowledge of the occupational hazards and safety precautions of the carpentry trade. Knowledge of

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blueprints and construction plans. Ability to prepare estimates of time and materials required for carpentry assignments. Ability to operate a variety of power-driven wood-working machinery. Ability to inspect lumber for grade and quality. Ability to follow verbal and written instructions. Ability to read and interpret blueprints, sketches, and diagrams. Ability to instruct and direct various semi-skilled and unskilled helpers in the performance of carpentry assignments. Skill in the operation of carpentry tools and equipment. Skill in carpentry.

Item No. 7: CHEMIST 1

Minimum Qualifications:

Bachelors degree in Chemistry or a natural science field.

Nature of Work:

This is beginning level scientific work in performing laboratory analyses for air and water pollution control. An employee in this class conducts technical laboratory tests and examinations of substances obtained through various environmental sampling techniques. Work is performed in accordance with systematized theory, scientific principles, laboratory techniques and controls to insure accurate and verifiable results. Emphasis of the work is on making scientific identifications of suspected pollutant substances gathered by air and water sampling equipment. Duties occasionally require contact with contaminated, corrosive or toxic materials. Supervision may be exercised over subordinate laboratory technicians who assist with the basic laboratory tests and analytical procedures. A professional superior reviews test results for qualitative findings and assists in procedures where abnormal or difficult analyses are indicated.

Illustrative Tasks:

Performs physical and chemical tests and analyses of unknown substances by qualitative and quantitative procedures; identifies present or potential pollutant elements and submits findings in laboratory report. Examines air samples to determine presence of toxic vapors, conducts dust and pollen counts to ascertain concentration levels. Performs chemical and bacteriological analyses of water samples to determine presence of effluents, pollutants, and various toxins harmful to plants, animals and humans. Conducts gravimetric and colorimetric analyses; performs quantitative and qualitative gas chromatographic evaluation. Determines chemical and physical composition and properties of compounds utilizing spectroscopy and spectrophotometer; identifies unknown elements by observing and recording characteristic spectra. Ascertains relationships between molecular structures and chemical and physical properties to aid in analyses of unknown compounds. Prepares chemical reagents for field studies and laboratory analyses, maintains inventory of laboratory equipment and supplies, maintains sample logs and compiles statistical data. Prepares and submits written analytical reports of laboratory findings and recommends repetition of testing and corrective action in abnormal findings. Performs related work as required.

Knowledge, Abilities and Skills:

Knowledge of the science of chemistry including the principles, methods, and techniques of analyzing the composition of substances. Knowledge of laboratory procedures used in the performance of chemical chromatographic atomic absorption and colorimetric analyses. Knowledge

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of the basic scientific principles and practices in physics, biology, mathematics, and physical sciences. Some knowledge of modern equipment and scientific instruments used in air and water pollution control. Some knowledge of the basic investigative techniques, laboratory controls and sampling theory used in chemical research, experimentation, analysis and synthesis. Ability to apply scientific and technical knowledge with accuracy and professional judgment in the completion of laboratory tests and examinations. Ability to evaluate test results in terms of laboratory controls and methods. Ability to prepare and submit accurate and complete reports of laboratory findings. Ability to make minor repairs and adjustments to laboratory and field instruments and equipment. Skill in laboratory manipulative techniques.

Item No. 8: CHILD CARE PROGRAM SPECIALIST

Minimum Qualifications:

Bachelor's degree in Early Childhood Education, Elementary Education, Child Development or a related field.

Nature of Work:

This is professional and related administrative work in the assessment of and technical assistance to programs at subcontracted child care centers in the county. Employees in this class are responsible for systematic visits to an assigned group of child care centers for the purpose of observation, assessment and technical assistance to such programs. Emphasis of the work is primarily on monitoring programs in operation to insure compliance with departmental and funding source requirements, quality of child care, and identification of child care needs. Related responsibilities include making home visits to families of children with special needs or adjustment problems, referring families to community resources, assisting child care center personnel in correcting deficiencies found, and assisting centers in implementing parent interest and activities. Incumbents follow established program guidelines in conducting observation visits, but have independence of action in assisting centers with problem areas and giving further training to center staffs in the care and development of children. Some employees in the class may be assigned to career counseling and training for the agency staff and child day care home personnel in subcontracted home care facilities, as well as inspection of day care homes. Supervision is received from an administrative superior who reviews program reports and evaluates work for quality of results in effectiveness of child care center operations and their conformance with licensing and other requirements.

Illustrative Tasks:

Visits assigned subcontracted child care centers on a regularly scheduled basis; observes programs in operation, completes standard program observation reports, and identifies deficiencies; reviews compliance with health and safety requirements and licensing standards. Observes children to note quality of care, and identification of special needs or adjustment problems; discusses problems such as poor attendance, failure of children to respond to care, or inattentive children with center personnel. Makes home visits to assess family situations relating to child care; assists family members by referral to community financial, social service or other resources; follows up to determine if assistance had aided in child attendance and response to care. Gives training to center staffs as needed in child care and development concepts, techniques and aids; assists in skills needed

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to plan effective activities for children and parent involvement. Assists centers to correct deficiencies within a specified period of time; as assigned, assists day care homes to meet standards and correct deficiencies. Prepares monthly and biannual program assessment reports; assists subcontractors in preparing requests for renewal of contracts or expansion of contractual services. Develops plans for and implements parent activities in assigned centers. Performs related work as required.

Knowledge, Abilities, and Skills:

Considerable knowledge of early childhood education theories, principles and practices. Knowledge of Federal and State funding source program policies, requirements, and regulations for operation of subcontracted child care centers. Knowledge of departmental policies and procedures in the operation of subcontracted child care centers. Knowledge of established monitoring policies and procedures in the observation and assessment of child care centers. Knowledge of child behavior management and child development techniques. Knowledge of various play and learning activities of interest to and suitable for development of preschool children or after school programs. Knowledge of various social service and other resource agencies in the community. Ability to carry out thorough and complete program inspections and assessments of child care centers, and day care homes as assigned. Ability to interpret and explain Federal, State, and departmental regulations to child day care providers. Ability to detect deficiencies in child care center operations and assist center personnel in correcting them promptly. Ability to prepare complete assessment reports of center operations. Ability to meet assigned inspection schedules for assigned day care centers. Ability to establish and maintain rapport with child day care providers. Ability to detect special needs of children and train center personnel in child behavior management and development skills and techniques. Ability to deal effectively with parents or parent groups and involve them in center activities. Ability to assist families with problems in child attendance and need for community resource assistance.

Item No. 9: CHILD CARE TRAINING SPECIALIST

Minimum Qualifications:

Bachelor's degree in Early Childhood Education, Elementary Education, Child Development or a related field. One year of teaching children and/or training the child care providers is required.

Nature of Work:

This is advanced professional training work in a child development services program for Miami-Dade County. An employee in this class is responsible for developing individual training plans and providing on-site and group training sessions for family day care providers. Responsibilities include assisting in coordinating family day care conferences and seminars, administering periodic family day care assessments, preparing monthly activity packets, compiling annual reports of activities, and providing on-site technical assistance to family day care providers. The incumbent exercises some independent judgment in providing training to family day care providers in the care and development of children. Supervision is received from an administrative superior who reviews work through personal conferences and written reports for satisfactory completion of assigned responsibilities.

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Illustrative Tasks:

Provides on-site or group training sessions for family day care providers; maintains records and current training files on each provider; prepares monthly activity packets. Assists in the coordination of periodic family day care conferences and makes presentations; attends conferences, seminars and in-service training. Administers semi-annual family day care assessments; administers annual self-esteem/professional development questionnaires; orders educational equipment. Maintains weekly contacts with family day care providers and family day care umbrella agencies. Develops and implements an individual plan of action for each program needing technical assistance and/or training. Compiles monthly, quarterly, and annual reports of program activities. Provides on-site technical assistance for family day care providers including lesson plans, room arrangements, age appropriate activities for children, behavior management techniques, recordkeeping, outdoor space utilization, teacher/child interaction, program planning, parent involvement, professional development and preparing daily schedules. Performs related work as required.

Knowledge, Abilities and Skills:

Considerable knowledge of adult and early childhood education theories, principles, and practices. Considerable knowledge of funding-source reporting requirements for family day care providers. Knowledge of the organization and operation of family day care facilities. Knowledge of technical requirements of family day care providers. Knowledge of child behavior management and child development techniques. Ability to provide effective training for the staff of family day care facilities. Ability to establish and maintain effective working relationships with superiors and the staff and management of family day care providers. Ability to provide effective technical assistance in the organization and operations of family day care facilities. Ability to communicate clearly, concisely, verbally, and in writing. Ability to administer semi-annual family day care assessments.

Item No. 10: COMMUNITY RESOURCE SPECIALIST

Minimum Qualifications:

Bachelor's degree in Sociology, Psychology or related field.

Nature of Work:

This is professional social service work in assisting low income families and individuals residing in various types of public housing.

Employees in this class are responsible for providing public housing residents with information and referrals to public and private social service organizations. Responsibilities include developing economic initiatives for housing residents and conducting intervention counseling for resolution of resident management problems. Incumbents exercise some independent judgment in the provision of information and referrals for economic and social assistance programs. Incumbents may supervise subordinate specialized and clerical employees. Supervision is received from an administrative superior who reviews work through personal conferences and written reports for achievement of objectives and conformity with established policies and procedures.

Illustrative Tasks:

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Interviews public housing residents and advises them of social service programs providing financial, legal, transportation, child care, health care and substance abuse assistance; assesses residents needs and refers them to the appropriate social service programs; advises superiors of assistance and referrals provided to residents.

Provides information and assistance to residents concerning training and employment opportunities; promotes job training and educational extension programs; refers eligible residents to educational, vocational and employment programs.

Conducts intervention counseling sessions in order to resolve resident-management problems; assists housing residents with the interpretation of management rules and regulations; counsels residents concerning financial management and housekeeping procedures.

Conducts pre-occupancy evaluations of families and individuals; recommends social service programs for new residents requiring additional public assistance; confers with superiors concerning residents with difficult problems.

Meets with representatives from various social service organizations; schedules presentations concerning social and economic assistance; encourages the establishment of on-site extension services at public housing locations.

Develops and recommends resident services to reduce rent delinquency and improve resident-management relations.

Prepares and maintains complete records and reports.

Performs related work as required.

Knowledge, Abilities and Skills:

Knowledge of the principles, practices and techniques of social work.

Knowledge of Federal, state and local social service programs.

Knowledge of educational and job training programs.

Knowledge of public housing management rules and regulations.

Knowledge of the socio-economic characteristics and behavioral patterns of elderly, handicapped and disadvantaged persons.

Knowledge of counseling methods and techniques.

Ability to establish and maintain effective working relationships with housing residents, superiors and representatives from social service organizations.

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Ability to respond to critical situations involving residents and management.

Ability to work tactfully, persuasively and patiently with public housing residents.

Ability to counsel clients and make appropriate referrals.

Ability to interpret and explain housing management rules and regulations.

Ability to express ideas clearly and concisely, verbally and in writing.

Item No. 11: CONSTRUCTIVE FIELD REPRESENTATIVE

Minimum Qualifications:

Bachelor's degree in Architecture, Building Construction, Engineering or a related field. Three years of experience inspecting, reviewing or supervising the construction of commercial architectural projects are required. A State of Florida Professional Engineer license or State of Florida General Contractor's license may substitute for required education.

Nature of Work:

This is professional and technical work in the field inspection of building construction projects. Employees in this class review construction documents and inspect the construction of major building projects from the design phase through completion of construction and guarantee period. Primary responsibilities include assuring that the work being inspected is constructed in accordance with the requirements of the contract documents, reviewing plans and specifications, preparing field inspection reports and monitoring construction progress. Employees exercise considerable independent judgment in the application of architectural principles and practices and related engineering knowledge. Supervision is received from a professional and administrative superior who reviews work through written reports, joint on-site inspections and personal conferences for conformance with departmental policies and technical quality.

Illustrative Tasks:

Reviews construction drawings and specifications, from the design phase through final completion, to become thoroughly familiar with the plans and specifications for the work to be inspected, and to recommend changes, additions and corrections which may be advantageous to the design and/or use of materials. Attends pre-construction meetings and assists in review of Schedule of Values and Construction Progress Charts. Observes contractors work to assure compliance with contract documents, approved shop drawings, all applicable building codes, standards and approved practices for quality control; writes inspection reports that include recording the days events, events that took place since the last inspection report, contractors activities, instructions given the contractor, and any agreements made. Issues field orders, if required, to clarify drawings and specifications of work that will not increase or decrease the contract amount; rejects work for non-conformance. Monitors all testing performed in the field including soil test borings and compaction tests, and concrete slump tests; monitors special testing in the laboratory, if required. Monitors project progress in relation to construction schedule, and reports all unacceptable work before it develops into an expensive and

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time consuming operation; follows up and reports on the correction of defective work to be corrected by the contractor. Monitors maintenance of as-built drawings and verifies variations in the work from the latest drawings and specifications. Assists in scheduling and conducting field meetings with project consultant, contractor and County personnel. Assists in the evaluation of the cost of materials and labor for revisions, additions and changes to the contract; assists in solving minor field design problems through recommendation and coordination with the Project Management Team. Assists in requisition meetings, and verifies amount of work completed for conformance to Contractors Request for Payment. Prepares and maintains a Project Record Book containing the description of each field inspection visit, time, site, and weather conditions. Assists in inspections at Substantial Completion, Final Completion and One-Year Guarantee Periods; assists in the preparation of Consultants and Contractors Performance Evaluation Reports. Performs related work as required.

Knowledge, Abilities and Skills:

Considerable knowledge of the principles and practices of architectural planning, design, construction, and related engineering work. Considerable knowledge of applicable building codes, laws, regulations, and County design standards. Considerable knowledge of building materials and methods of construction. Considerable knowledge of County standards, contracts, forms, and procedures, relative to construction management. Knowledge of structures, air conditioning, plumbing, and electrical systems. Knowledge of current construction costs. Ability to read and comprehend the contract documents and recognize if construction work inspected conforms to such documents. Ability to recognize existing construction conditions, anticipate problems in advance of their occurrence, and report errors, violations, or problems for corrective action. Ability to concurrently inspect several projects in various phases of construction for conformance with contract documents. Ability to comprehend and interpret construction schedules. Ability to express ideas clearly, concisely, verbally, and in writing, and maintain continuity of project inspection records to fully reflect inspections performed. Ability to establish and maintain effective working relationships with supervisors, consultants, representatives of using agencies and contractors.

Item No. 12: CONTRACTS OFFICER

Minimum Qualifications:

Bachelor's degree. One year of experience in contract negotiation, preparation and administration is required.

Nature of Work:

This is advanced professional work in the preparation, award, monitoring and evaluation of contracts negotiated with various public or private agencies by county departments. Employees in this class are responsible for performing various duties in the preparation, award, monitoring, evaluation and reporting of contracts negotiated between the county and private or other governmental agencies. Duties or combination of duties vary, depending on the department to which assigned. Contracts are typically those of a community service or community improvement nature funded by federal, state and local sources. Emphasis of the work is on assisting grant recipients in the preparation of applications, defining of program objectives and preparation of budget proposals, and on monitoring

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ongoing contracts from the fiscal and/or programmatic standpoints including preparation of required evaluation reports. Incumbents frequently visit agencies under contract, work closely with their personnel and coordinate monitoring assignments with departmental accounting officials responsible for the processing of reimbursement requests and maintenance of expenditure controls. Employees operate with considerable independence of action and exercise professional judgment in the advice and assistance furnished to grant recipients and in the evaluation of their performance. General supervision is received from a professional or administrative superior who assists in the resolution of difficult problems and reviews and evaluates completed work for timely service to agencies and conformance with departmental and funding source policies and objectives.

Illustrative Tasks:

Keeps informed on the preparation of requests for proposals issued for potential grant recipients; assists in preparing specifications for proposals as assigned; reviews completed proposals and discusses projects being considered; makes recommendations for award of contracts to committees responsible. Assists personnel in agencies under contract in establishing budgets, including staffing patterns, capital improvement, supply and other costs; advises on allow ability of items and expenditures and requirements in presenting modifications of budgets during the contract year; works with grant recipients to establish or redefine goals and objectives in their programs. Plans, schedules of monitoring visits to assigned offices on a systematized basis; reviews program and fiscal performance, following established monitoring policies and procedures; reviews percentage of client load in relation to goals, status of budget expenditures and other information, and completes required monitoring reports. Reviews reimbursement requests from agencies under contract and authorizes or disapproves expenditures within established limits; authorizes transfer of budget expenditures from one object class to another within established procedures; forwards expenditure requests which require higher level approval; authorizes budget revisions within delegated authority. Discusses with supervisors cases where agencies are not achieving contract performance goals, or are not following required procedures so that corrective action can be taken; identifies deficiencies and advises project directors of need for corrections. Advises on provisions of various federal and state funding guidelines and program directives as well as departmental policies and procedures during the contract term; completes required evaluation reports before termination of contract; assists internal or external auditors as needed subsequent to contract completion. Performs related work as required.

Knowledge, Abilities and Skills:

Considerable knowledge of principles and practices of contract preparation and administration in federally funded programs. Considerable knowledge of provisions of federal and state funding source guidelines relating to the application for, preparation and administration of contracts in the area of assignment. Considerable knowledge of federal and state legislation relating to the application for, preparation and administration of contracts in the area of assignment. Considerable knowledge of the principles and procedures of budget preparation and justification in contract proposals. Considerable knowledge of departmental policies, procedures and techniques in fiscal and program monitoring and evaluation of ongoing contracts. Considerable knowledge of the detailed program and fiscal provisions of specific contracts assigned. Knowledge of official county position classification specifications and the relationship between classes of positions. Ability to furnish effective technical assistance to the public and agencies in the preparation of contract

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proposals. Ability to plan appropriate staffing levels for grant recipients to achieve program objectives. Ability to exercise sound judgment and apply departmental and funding source guidelines accurately in the preparation of budgets and monitoring of fiscal activities of grant recipients. Ability to plan and schedule work so as to monitor assigned contracts as required by departmental and federal procedures. Ability to evaluate programmatic activities of agencies under contract effectively and to readily discern ineffective performance. Ability to deal effectively with departmental staff members, committee personnel, project directors and officials in agencies under contract. Ability to communicate effectively, verbally, and in writing.

Item No. 13: ELIGIBILITY INTERVIEWER

Minimum Qualifications:

High school diploma or GED. One year of public contact or clerical experience to include interviewing is required.

Nature of Work:

This is advanced clerical and public interviewing work in determining eligibility for financial, medical or welfare assistance in a county social service program. Employees in this class are responsible for interviewing applicants and obtaining information necessary to establish eligibility under existing statutes, ordinances, and regulations. Information obtained during interview is clearly prescribed but the manner in which facts are secured requires a degree of tact. Employees are responsible for completing necessary informational forms and recommending proper action to be taken. General supervision is received from an administrative or professional superior who reviews work generally for accuracy and completeness in obtaining the required information and who offers advice and assistance in unusual or difficult problems.

Illustrative Tasks:

Interviews applicants for public assistance to determine eligibility under existing laws and regulations; verifies information received; determines nature and amount of assistance needed, and resources available. Interviews applicants for out-patient medical care to determine if income and residence requirements have been satisfied; records and verifies information obtained by contacting employee, landlords, other welfare agencies, and related sources; applies standard policies and procedures to classify patients as to the portion of cost to be assumed by the county; completes applicable forms. Reviews cases periodically to evaluate continued bases for eligibility in relation to income status. In less difficult cases, assists persons not eligible for county public assistance benefits to obtain aid from other welfare agencies in the area. Establishes payment plans, makes arrangements for transportation of patients, collects fees for laboratory services and makes emergency referrals to private convalescent homes. Completes records indicating volume and type of services authorized and referrals to other agencies. Performs duties at various field clinics and surplus food commodity warehouses when assigned. Performs related work as required.

Knowledge, Abilities and Skills:

Knowledge of interviewing techniques as applied to obtaining basic personal information. Some knowledge of the laws, rules, and regulations governing eligibility for welfare benefits administered

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under various governmental assistance programs. Some knowledge of local public and private assistance agencies and their various eligibility requirements. Some knowledge of the medical services provided by public health and hospital departments. Ability to achieve rapport and establish effective relationships with applicants, their relatives, and various organizations in the community. Ability to obtain and verify required information through interview and personal communication. Ability to understand and carry out moderately complex oral and written instructions.

Item No. 14: ENGINEER 1

Minimum Qualifications:

Bachelor's degree in Civil Engineering, Environmental Engineering, Mechanical Engineering, or related engineering field. A State of Florida Professional Engineer license or Bachelor's degree in Engineering Technology awarded or having been enrolled prior to July 1, 1979 and proof of having passed the fundamentals test for the State of Florida Professional Engineer license may substitute for the required education. Must possess a Driver license.

Nature of Work:

This is professional civil engineering work in the planning, design, inspection of construction, and maintenance of a variety of public works facilities.

An employee in this class performs work involving the application of professional engineering skills to moderately difficult engineering projects. Incumbents may supervise several field survey parties, act as inspector for a single construction project or several minor projects or perform technical work in research, roadway and bridge design, cadastral surveys, hydrology, hydraulic engineering, coastal engineering, water supply and sewer engineering, subdivision control or engineering surveys. Work in this class may also include research and participation in engineering feasibility studies for public works construction projects. Work may involve supervision of technical and clerical personnel. Assignments are received with general instructions, however employees in this class apply knowledge of engineering principles, exercise professional judgment and initiative in performing the assigned duties. Work is reviewed in progress and upon completion by professional superiors for technical adequacy, economy, and conformance to departmental practices, policies and regulations.

Illustrative Tasks:

Lays out and supervises the work of a large number of survey field crews performing land surveys, topographic surveys, location surveys, and layout work for construction of public works facilities.

Serves as a subordinate highway engineer under professional direction; plans and designs urban and rural roadways, intersections, and grade separations in accordance with design standards established by national and state officials and county specifications; makes preliminary layouts of proposed highway improvements with the aid of reconnaissance and aerial photographs; establishes grade lines in accordance with the requirements of drainage design, existing topography and earthwork economy; prepares summaries of quantities of materials and labor required for proposed road improvement; computes total cost estimates.

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Serves as subordinate project engineer for coastal construction projects under professional direction; assists in preparing and revising permit procedures for control of dredging and filling in tidal waters and beach restoration work; assists in preparing design criteria and detail standards for coastal construction work for publication in the public works manual; reviews applications for permit to perform coastal engineering construction work; investigates coastal structures and recommends adjustment, repair and replacement of groins and bulkheads.

Serves as subordinate hydraulic engineer under professional direction, performing designs of secondary canals and related structures; supervises and participates in preparation of construction plans and specifications for canals and water control structures to be constructed by county forces, by contract or under permit; determines amount of performance bond and time limit for contract and permit work; reviews plans for flood control and drainage facilities submitted to the county for approval and permit for construction.

Serves as subordinate bridge engineer under professional direction; investigates proposed bridge sites; makes preliminary design and, after approval by superior, prepares final design; prepares cost estimates of proposed work; writes technical specifications; supervises drafting and layout of plans; makes strength ratings of existing or proposed structures; studies new construction and design methods for possible application to county work.

Serves as a subordinate construction specification writer under professional supervision, prepares contract documents for construction projects; prepares cooperative project agreements, and agreements for engineering and other professional services; prepares and reviews bid tabulations; recommends procedures for the administration of contract documents; prepares specifications for purchase of equipment and materials to be used in various maintenance operations; reviews contract documents and specifications prepared by consulting engineers for use on county projects.

Serves as research engineer preparing and revising standards for the design and construction of public works for publication in the public works manual; investigates new materials and methods for public works construction; assists in compiling and preparing annual County and State Road Department budget recommendations; assists in preparation of ordinances affecting the Public Works Department; prepares periodic and special engineering reports as required; compiles and analyzes data for special tax districts for street lighting, water distribution, sanitary sewers, storm sewers, street paving, and other public improvements.

Under professional supervision, processes all land subdivision plats submitted to the county; examines tentative plats, grading and drainage plans, and final plats; checks improvement bonds for conformance to applicable state and local laws; prepares subdivision plats for county-owned property; prepares final plans and legal descriptions for official bulkhead lines.

Acts as project engineer on construction of bridges, roads, and other public works by contract for the county; works with contractors in setting alignment and grade; inspects placing of steel and the mixing and placing of concrete; inspects completion of each phase of construction; prepares estimates and submits recommendations on monies due contractors each month.

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Serves as subordinate right-of-way engineer under professional direction; supervises draftsmen and computers in the preparation of right-of-way maps, parcel sketches and legal descriptions required for obtaining the necessary interests in land to be acquired; checks for accuracy the computation of dimensions and areas of land parcels.

Performs hydraulic computations as required to maintain adequate standards of drainage including rainfall analysis, water run-off, stream flow, ground water and salt water encroachment studies, and related hydrologic problems; supervises the establishment, expansion and maintenance of a network of hydrologic data stations.

Performs research required to convert engineering design computations from manual methods to electronic data processing procedures; develops and writes computer programs for engineering and accounting applications; prepares coding forms, user manuals, operating instructions and diagrams for computer programs; instructs engineering and accounting personnel in the use of computer programs; confers with division heads and their subordinates to develop and revise programs as needed; prepares reports concerning application of electronic data processing to engineering and accounting activities.

Reviews plans of water distribution and sewage collection facilities for compliance with county requirements prior to issuance of construction permit; prepares preliminary and final designs and cost estimates of proposed water supply and sewer facilities; investigates water and sewer service complaints; assists in the preparation of the County Manager's report for the creation of water and sewer special taxing districts.

Acts as head of the Permit and Underground Section; supervises issuance of permits for public works construction in the public right-of-way, issuance of oversize and overweight vehicle permits, review of grading and drainage plans for parking lots to determine effects upon public right-of-way, and preparation of maps showing location of underground utilities.

Performs related work as required.

Knowledge, Abilities and Skills:

Knowledge of the principles and practices of civil engineering.

Knowledge of surveying principles, practices and laws governing land subdivision.

Knowledge of the design, construction and operation of public works facilities, including highways, bridges, water and sewer facilities, flood control and drainage works, and coastal structures.

Knowledge of applicable laws and regulatory codes pertinent to design and construction.

Knowledge of mathematics, automatic data processing equipment and techniques and computer program languages for scientific and business applications.

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Ability to learn complex engineering design procedures, and to analyze and organize a large and complex array of data for electronic processing.

Ability to make engineering cost estimates and related computations and recommendations on moderately difficult engineering problems.

Ability to express ideas clearly and concisely, orally and in writing.

Ability to design moderately difficult engineering projects.

Ability to take charge of moderately difficult engineering construction projects, to obtain adherence to plans and specifications, and to secure compliance by private contractors with contracts in a tactful, firm and impartial manner.

Ability to plan, assign and supervise the work of others in a manner conducive to full performance and high morale.

Skill in the use of civil engineering instruments and equipment.

Item No. 15: ENGINEER 2

Minimum Qualifications:

Bachelor's degree in Civil Engineering, Chemical Engineering, Environmental Engineering, Mechanical Engineering or related field. Two years of engineering experience are required. A State of Florida Professional Engineer license; or Bachelor's degree in Engineering Technology awarded or having been enrolled prior to July 1, 1979 and proof of having passed the fundamentals test for the State of Florida Professional Engineer license may substitute for the required education.

Nature of Work:

This is advanced professional civil engineering work with supervisory responsibility in the planning, design, construction, inspection and maintenance of a variety of public works facilities.

Employees in this class typically serve as heads of work units in the Public Works engineering organization with responsibility for, and participating in, the work of complex and diversified projects. This class is distinguished from that of Engineer 1 in that employees apply more advanced knowledge and skills to projects of a more complex nature, and are responsible for finalizing major projects. Employees receive a minimum of professional direction and confer with superiors on unusual or difficult problems and matters of policy. Work is reviewed by a professional superior primarily to determine general progress and conformity to departmental practices, governmental ordinances and statutes.

Illustrative Tasks:

Supervises and participates in the production of plans for construction of highways; supervises the design and preparation of plans for construction of highway bridges; supervises field surveys to

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develop information required for design activities; supervises the preparation of cost estimates of proposed bridges, highways and other improvements; supervises the advance planning of major highway, bridge and related projects, including preparation of recommendations for program scheduling.

Supervises collection, recording and analysis of ground water elevations, surface water stage, rainfall amount and intensity; supervises regulation of water levels throughout the county by operation of dams and water control structures; studies operation record of water control structures and interrelated hydrologic data to improve both results and methods of operation; conducts continuing review of official County Flood Criteria Map and supervises computation of flood water profiles and stage frequency relationship.

Supervises coastal engineering activities of the county; coordinates these activities with state and federal agencies having jurisdiction over dredging and filling in tidal waters and beach preservation work; supervises planning and design of coastal construction projects and reviews plans for such work submitted to the county for approval and permit; supervises and participates in preparation of standards and permit procedures governing such work.

Supervises and participates in processing of special improvement taxing districts; prepares County Manager's report and recommendations for creating special taxing districts; prepares and maintains status reports covering special taxing districts; prepares plans and designs for street lighting improvement districts; designs and prepares recommendations for lighting of arterial streets; investigates and tests new lighting materials for consideration in street lighting programs; handles public inquiries and complaints regarding improvements in special taxing districts.

Supervises and participates in review of plans for proposed water supply and sewer facilities to insure compliance with county standards; supervises and participates in reviews of tentative subdivision plats for water supply and sewerage requirements; designs water and sewer works including treatment plants and pumping facilities; prepares reports and makes preliminary feasibility studies for water and sewerage facilities; assists in developing programs and projects to implement the countywide master plans for water supply and sewerage.

Supervises and participates in preparation of hydraulic design computations for canals, culverts, ditches and storm sewers; estimates drainage area of water sheds and direction of flow; reviews tentative subdivision plats and subdivision drainage plans for adequacy of design and for conformance with County Water Control Plan; reviews permit applications for proposed utility installations and makes recommendations based on their effect on water control facilities; reviews plans for proposed lake excavations and similar work under jurisdiction of other county departments; prepares recommendations regarding engineering features of such plans.

Supervises and participates in development of automatic data processing procedures and their application to engineering and accounting functions; conducts research into new methods of design computation, work measurement recording, and cost accounting using electronic computers; supervises and participates in preparation of computer programs for specific project applications; prepares reports and explanatory materials required for understanding and use of computer

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programs; instructs users of the programs and assists supervisors in training personnel in their use; investigates areas of operation to which electronic automatic data processing may be applied to increase efficiency and reduce costs.

Acts as traffic design engineer; supervises and participates in studies relating to the movement of traffic on roads and streets for use in geometric design of highways, intersections and interchanges and for design of traffic control devices; prepares technical reports dealing with the traffic engineering aspects of highway design for road program planning and for specific projects; supervises preparation of plans for installation of traffic control signals, signs and markings; through subordinates, investigates complaints and requests concerning local traffic conditions and prepares recommendations for their improvement; prepares road sufficiency ratings and assists in development of the countywide master thoroughfare plan.

Supervises and reviews the work of subordinate technical and professional personnel engaged in preparing cadastral engineering data for state highway and county road projects including right-of-way maps, legal descriptions, survey sketches and related information required for use in right-of-way acquisition and condemnation proceedings.

Supervises and participates in reviewing and checking of building plans and specifications for compliance with building codes; suggests alternative design to safety code requirements; reviews and evaluates engineering drawings, calculations and tests for compliance of various building components; attends and evaluates various tests conducted by laboratories and professional engineers.

Assists in planning and supervising an efficient and effective program of air pollution control; conducts specialized surveys and studies; prepares recommendations, consults with public officials, industrial representatives and private individuals relative to the elimination or control of air pollution; conducts field investigations of complaints of violations, prepares reports with recommendations for corrective measures, makes follow-up investigations.

Supervises engineering survey section providing information for county departments including field work to establish and maintain official survey monuments for section public works construction and related survey work and property corners, surveys of county owned properties, locating right-of-way lines, determining lines and grades for public works construction and related survey work.

Supervises the inspection of public works construction projects, including roads, bridges, canals and other drainage works, water supply and sewer systems, coastal works and land development projects.

Performs related work as required.

Knowledge, Abilities and Skills:

Considerable knowledge of the principles and practices of civil engineering and land surveying.

Considerable knowledge of the design, construction and operation of public works projects and

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facilities, including highways, bridges, water and sewer facilities, flood control works and coastal works.

Considerable knowledge of applicable laws and regulatory codes pertinent to design and construction.

Considerable knowledge of the principles, practices and techniques of hydraulic engineering, hydrology and coastal engineering.

Considerable knowledge of mathematics, automatic data processing equipment and techniques and computer program languages for engineering and related applications.

Considerable knowledge of the principles and practices of traffic planning and engineering and familiarity with current standards for traffic control devices.

Knowledge of laws and regulations pertaining to traffic and motor vehicles.

Knowledge of modern developments, current literature and sources of information regarding bridge, highway and other public works design and construction.

Ability to design and prepare engineering plans and specifications for highways, bridges, streets, water control and other major structural projects.

Ability to perform moderately difficult engineering computations and to make recommendations on engineering problems.

Ability to plan, schedule and review the work of technical, professional and clerical assistants in a manner conducive to full performance and high morale.

Ability to make engineering cost estimates, related computations and recommendations on technical engineering problems.

Ability to express ideas clearly and concisely, orally and in writing.

Ability to secure state registration either as a professional engineer or registered land surveyor at time of appointment if required.

Skill in the use of civil engineering instruments and equipment.

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Item No. 16: ENGINEER DRAFTER 2

Minimum Qualifications:

High school diploma or GED. Three years of experience in technical engineering surveying and/or drafting are required. Completion of coursework in Engineering, Architecture, Geography or related field may substitute for the required experience on a year-for-year basis to a maximum of two years.

Nature of Work:

This is advanced technical work in engineering drafting. Employees in this class act as principal assistants to professional engineers in performing a variety of the more responsible and technical drafting and office engineering tasks. Work requires a considerable knowledge of certain phases of civil engineering, but engineering registration is not necessary. Engineering Drafter 2 incumbents frequently supervise subordinate technical personnel. Where supervision is not direct, they provide a point of technical reference and review for junior personnel of the office. All work is subject to check in progress and upon completion by professional engineers.

Illustrative Tasks:

Checks and verifies plats of subdivisions which have been prepared by land surveyors for official recording; writes and checks legal descriptions for parcels of land required for road right-of-way; examines and studies related property abstracts; prepares maps as necessary, identifying and numbering parcels. Lays out and traces plan-profile sheets for street improvements; searches for and collates sources of information such as: field survey notes for elevations and land occupation, utilities for construction plans, and proposed construction from county and state road department plans. Plots road and channel cross sections; computes earth work. Lays out and designs alterations for bridge structures under professional supervision; does pencil or ink drafting of plans for both alterations and new bridges; reviews and checks the computations of others for bridge designs. Checks a considerable variety and volume of plans and specifications related to parks activities; work area includes topographic, and limited hydrographic work; prepares cost estimates on structural plans and checks cost estimates of others; writes original specifications or those for plans drawn by others; draws detailed plans of proposed structures, or delegates detailed drafting to subordinates; maintains a detailed check upon contract performance on projects not done on force account. Prepares plans and does detailed lay outs for county canals and drainage system; investigates for right-of-way and easement for canal widening, improvements, and general maintenance; reduces field notes and computes excavation areas for fill; draws topographic, and other maps showing contours, roads, canals, and other physical features; utilizes aerial photos, plats, and survey notes; makes drawings or sketches, for storm sewers and trenches; supplies subdivision developers with a variety of flood control information; supplies engineers and survey parties with information regarding bench marks; supervises and assists subordinates in various sub-professional engineering assignments. Performs related work as required.

Knowledge, Abilities and Skills:

Thorough knowledge of the principles, practices, techniques, and instruments of engineering drafting. Considerable knowledge of mathematics through trigonometry and its application to sub-professional engineering computations. Considerable knowledge of construction specifications and plans, and of applicable regulations relating to public works construction by contract. Considerable

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knowledge of the basic principles of civil engineering as they relate to topographic surveying and engineering drafting. Ability to plan and supervise the work of technical assistants in a manner conducive to full performance and high morale. Ability to perform difficult technical computations, to make estimates and tests, and to compile simple engineering data and statistics. Ability to make difficult and technical engineering drawings. Ability to read and interpret a wide variety of maps, plans, aerial photographs, survey notes, and other cartographic records. Ability to understand, follow and transmit complex oral and written instructions. Skill in the use of engineering drafting instruments and equipment.

Item No. 17: GRAPHICS DESIGNER

Minimum Qualifications:

Bachelors degree in Graphic Design or related field. One year of advanced computer graphic design experience to include usage of specialized graphics programs, color digital pre-press, high resolution scanning, and maintenance of complex computer design systems is required. Additional experience may substitute for the required education on a year-for-year basis.

Nature of Work:

This is advanced skilled graphic design work for the General Services Administration. Employees in this class are responsible for performing a variety of complex duties in the design and development of graphic materials. Responsibilities include conferring with customers to identify design requirements, developing designs which reflect the theme of the project, producing designs rapidly to minimize production costs, maintaining accurate records on design and production services, and operating an advanced computer design workstation and related peripheral equipment. Incumbents exercise considerable independent judgment in the interpretation of customer requirements and in the production of complex graphic design materials from concept to final execution. Supervision is received from a technical and administrative superior who reviews work for achievement of desired results and customer expectations.

Illustrative Tasks:

Meets with supervisor and customers on graphic design specifications, design alterations, and production schedules. Designs and builds complex design documents including brochures, books, advertising campaigns, special event support materials, 3-D exhibits, special publications, logo design, forms, and letterheads on advanced computer design equipment. Maintains accurate records on job status, production time and component services provided to ensure revenue generation to cover all cost elements of design. Performs image scanning, image manipulation, photo compositing, photo retouching, and special effects on desktop scanning system. Performs Color Prepress on digital files for reproduction on a lithographic press including setting traps, imposition, replacing FPO art with hi-res images, and troubleshooting output. Prepares accurate files and documentation for external vendors; visits service bureaus to consult with vendor representatives when graphic design work requires explanation, alterations or proofing. Maintains, supports and troubleshoots computer design system including dual platform LAN environment and peripherals (scanner, optical drives, SyQuest drives and printers); lifts and moves equipment; bends and kneels

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to access confined spaces to configure, troubleshoot and connect equipment, cables and devices. Performs related work as required.

Knowledge, Abilities and Skills:

Considerable knowledge of the principles, practices and methods of advanced graphic design work. Considerable knowledge of the operating characteristics and maintenance requirements of advanced computer design systems. Considerable knowledge of the design of various publications, documents, forms, brochures, and other printed materials. Knowledge of public relations principles and techniques. Knowledge of graphic design job specifications, production schedules and reproduction costs. Knowledge of records and forms required in the area of assignment. Ability to interpret customer requirements for the design of graphic materials. Ability to operate and maintain advanced computer design systems and peripheral equipment. Ability to establish and maintain effective working relationships with superiors and various public and private officials. Ability to design brochures, exhibits, publications, forms, letterheads, and other graphic materials in accordance with customer requirements. Ability to advise various County officials of appropriate graphic designs and materials. Ability to perform image scanning, image manipulation, photo compositing, photo retouching, and special effects on desktop scanning system.

Item No. 18: HORTICULTURAL ASSISTANT

Minimum Qualifications:

Eighth grade. One year of experience in interior plant maintenance is required. Must possess a Driver license.

Nature of Work:

This is routine manual work in plant nursery and office environments for the Park and Recreation Department. Employees in this class are responsible for the satisfactory performance of duties necessary for the proper growth and maintenance of sun grown and shade house grown container plants, and the installation and maintenance of interior plants in various locations. Supervision is received from a technical or administrative superior, although routine and repetitive tasks are accomplished under general supervision.

Illustrative Tasks:

Performs potting of containerized plants. Waters, fertilizes, and weeds containerized plants. Mixes and applies pesticides. Identifies, selects, loads and installs interior plants in office settings. Follows up maintenance and rotation of interior plants. Inspects plants for signs of diseases, insects or cultural problems. Performs related work as required.

Knowledge, Abilities and Skills:

Knowledge of good watering, fertilizing, and other cultural practices for the proper growth and maintenance of foliage and sun grown containerized plants. Knowledge of proper user of pruners, portable sprayers, and other hand tools used in container nursery and interior plant maintenance. Knowledge of interior plant names. Ability to operate an automobile, pick-up truck, and small

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garden tractor. Ability to properly care for sun grown and shade house grown container plants. Physical strength and agility sufficient to perform assigned duties.

Item No. 19: JUNIOR WEB DESIGNER

Minimum Qualifications:

Completion of 60 semester credits to include 15 semester credits in multimedia design, journalism, photography editing, information sciences or related field and one year of experience in multimedia or web design is required. Additional experience may substitute for the required education on a year-for-year basis.

Nature of Work:

Provides assistance in the design and developing of websites using XML, HTML, .NET, CSS and Javascript.

Item No. 20: JUNIOR WEB PUBLISHER

Minimum Qualifications:

Completion of 60 semester credits to include 15 semester credits in a communications related field. One year of web publishing, communications, public relations, or journalism is required. Additional experience may substitute for the required education on a year-for-year basis.

Nature of Work:

Provide assistance in the research, development and posting of content for the web and knowledge management systems.

Item No. 21: MAINTENANCE SUPERVISOR 1

Minimum Qualifications:

High school diploma or GED. Five years of skilled trades experience to include supervisory experience are required.

Nature of Work:

This is supervisory work in directing maintenance personnel in a variety of duties. Maintenance Supervisors plan, assign and supervise the work of trades personnel, maintenance mechanics, repairers, and laborers and often participates in the more difficult maintenance tasks. Work in this class involves supervising building, grounds and equipment maintenance for a county facility. Employees in this class require a high degree of skill and a broad knowledge of various trades including carpentry, painting, refrigeration, mechanical, electrical and other related maintenance work. Supervision is exercised over subordinates by assignment and inspection of work while in progress and upon completion for adherence to departmental standards. All work is performed under the supervision of a maintenance superintendent or administrative superior, but the employee

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exercises independent judgment concerning job priorities and methods and materials to be utilized in completing assigned tasks.

Illustrative Tasks:

Plans, assigns, and supervises maintenance personnel in a variety of duties which includes plumbing, masonry, carpentry, painting, electrical, refrigeration, and other related maintenance work. Personally performs the more skilled tasks as necessitated by workload. Assists superiors in planning and implementing work projects and work methods. Estimates time and materials required for proposed jobs; keeps records and submits requisition forms for supplies and materials. Determines manpower needs for maintenance crews and assigns work accordingly. Completes performance reports on subordinates and may conduct a continuous training program for maintenance personnel. Institutes preventive maintenance programs. Performs related work as required.

Knowledge, Abilities and Skills:

Considerable knowledge of building, grounds, and equipment maintenance. Knowledge of the occupational hazards and appropriate safety rules and regulations applicable to maintenance work. Knowledge of preventive maintenance procedures and techniques. Knowledge of the tools, equipment, materials, and practices of several of the building and mechanical trades. Ability to plan, assign, and supervise the work of subordinates in a manner conducive to full performance and high morale. Ability to follow oral and written instructions and work with a minimum of technical supervision. Ability to keep records and prepare reports.

Item No. 22: MDT OPERATION/MAINTENANCE INSTRUCTOR (RAIL TRANSP)

Minimum Qualifications:

High school diploma or GED. Three years of full-time rail transportation experience is required. The MDTA classification of Transit Instructor performs safety-sensitive functions and is subject to the provisions of the Federal Transit Administration (FTA) Drug and Alcohol Regulations. Proof of education and work experience to meet minimum qualifications must be presented and will be verified.

Item No. 23: MICROGRAPHICS TECHNICIAN 2

Minimum Qualifications:

High school diploma or GED. Six months of experience operating microfilm equipment and processing film are required. Some experience in the operation of photo static and microfilm equipment; graduation from a standard high school or vocational school.

Nature of Work:

This is limited technical work in the operation of rotary and planetary microfilm cameras, microfilm readers, film processors, and related micrographic equipment. Employees in this class are responsible for photographing various legal documents for record retention. Work involves the

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preparation of materials to be photographed, and the adjustment of the equipment to appropriate settings. Supervision and assistance are received from a technical or administrative superior who periodically checks completed work for legibility of the finished product, adherence to established procedures, and the completion of assigned work load.

Illustrative Tasks:

Operates automatic rotary and planetary microfilm cameras with fixed or adjustable photographic fields for the reproduction of documents and records; loads and unloads camera film; adjusts and makes minor repairs to microfilm equipment; completes appropriate certificates in the course of filming for authentication of filmed documents. Operates and threads an automatic film processing machine; operates a microfilm reader to verify all photographic reproductions with official records for completeness and legibility of the finished product; supplies record information to departmental personnel by use of a microfilm reader; maintains daily records of microfilming and processing including statistics of daily work output. Develops microfilm with film processors; mixes chemicals; adjusts water filters and temperature controls; rinses and drains machines; makes minor adjustments to processors. Prepares legal instruments and records to be copied by removing staples, ironing out wrinkles, repairing torn pages, and by inspecting numbering, legal stamps and smudging. Makes certified copies of such documents as military discharges, deeds, mortgages, marriage certificates, and official court records. Confers with departmental personnel via telephone on non-technical microfilming requirements and storage needs. Performs related work as required.

Knowledge, Abilities and Skills:

Knowledge of microfilm, film processing, and photo static techniques and procedures. Knowledge of the operating principles and maintenance needs of microfilm machines, readers, film processors, and related photocopy equipment. Knowledge of developing solutions and techniques used in microfilm, photo-chemical and photo static reproduction processes. Some knowledge of various types of governmental records reproduced in a records management program. Ability to maintain assigned production standards and work flow. Ability to understand and follow verbal and written instructions. Ability to make minor adjustments to microfilm equipment and to recognize malfunctions. Ability to do routine clerical work including filing and records retrieval. Skill in the operation of basic microfilm equipment.

Item No. 24: MINI-COMPUTER PROGRAMMER/ANALYST 1

Minimum Qualifications:

Graduation from an accredited high school. GED or high school equivalence is acceptable. Completion of 60 semester credits from an accredited college or university to include a minimum of 15 semester credits in Computer Science. One year of experience in systems analysis and programming is required. OR Completion of 45 semester credits from an accredited college or university. Three years of experience in systems analysis and programming are required.

Nature of Work:

This is specialized technical computer programming work in a complex mini-computer data processing installation.

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Employees in this class are responsible for computer program design and some systems analysis work in a complex mini-computer data processing activity. Emphasis of the work is on performing computer program design, coding, testing, debugging, documentation and implementation of real time or interactive systems using dedicated mini-computer hardware in a location remote from a central data processing facility. Responsibilities include developing, modifying or maintaining specialized software dedicated to a particular application using a mini-computer, and performing some system analysis work including preparing feasibility studies, reviewing systems proposals and assisting in system design. Employees in this class are associated with a mini-computer operation, and may be assigned to operate the mini-computer. Supervision is received from an administrative or technical superior who reviews work for quality of results and attainment of objectives.

Illustrative Tasks:

Writes computer program code in a specialized language, using the appropriate job control language utilized in a mini-computer installation.

Programs specified applications or program modules within the operating department.

Designs or modifies programs supporting specific functions such as communications, graphics, database or operating systems interface.

Troubleshoots, diagnoses and fixes software and, occasionally, hardware problems as they occur.

Represents department in technical interfaces with central data processing technicians.

Reviews equipment and software status and problems with supervisors and vendors.

Develops flow charts, decision tables, record layouts and report formats unique to the department's application.

Assists in planning, writing reports, processing data processing related forms, documentation, and other duties required to develop programs in the department.

Utilizes all available productivity tools and file access methods to efficiently and economically satisfy programming needs within the department.

Performs related work as required.

Knowledge, Abilities and Skills:

Knowledge of computer programming.

Knowledge of the specialized computer language and file access methods applicable to a mini-computer system.

Knowledge of the operating characteristics of mini-computer data processing equipment.

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Knowledge of the design and capabilities of mini-computer hardware and software.

Ability to design mini-computer program logic and code in the appropriate computer programming language.

Ability to diagnose and correct software problems as they occur.

Ability to develop feasibility studies and review systems proposals concerning applications for mini-computer data processing.

Ability to operate mini-computer and peripheral data processing equipment.

Ability to communicate clearly and concisely, verbally and in writing.

Ability to work independently with a minimum of instruction and supervision.

Skill in detection of mini-computer programming and equipment malfunctions.

Item No. 25: MICRO COMPUTER PROGRAMMER/ANALYST 1

Minimum Qualifications:

Graduation from an accredited high school. GED or high school equivalence is acceptable. Completion of 60 semester credits from an accredited college or university to include a minimum of 15 credits in Computer Science. OR Two years of experience in micro-computer operations are required.

Job Specifications:

Specifications to be outlined by each department.

Item No. 26: NUTRITIONIST/DIETITIAN

Minimum Qualifications:

Must be a licensed or licensed registered dietitian. Minimum of a Bachelor's degree or post-baccalaureate degree with a major course of study in Human Nutrition, Food & Nutrition, Dietetics or Food Management. Completed a CADE-accredited or approved practice program. Passed the national examination administered by the Commission on Dietetic Registration (CDR). Completed continuing professional educational requirements to maintain registration. Must provide a current copy of CDR card. Passed the State examination for licensure.

Illustrative Tasks:

Participate in developing menus. Ensure all menus as written meet nutritional criteria as required by the DOEA. Approve all menus four weeks prior to implementation; menus must be designed/developed using the computer assisted nutrient meal pattern. Monitor local meal sites and home delivered meal routes for compliance with food safety and sanitation requirements. Monitor

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food service for adherence to contract specifications, this includes but is not limited to measuring potentially hazardous food temperatures and portion size. Participate in developing the nutrition education plan and coordinate the provision of nutrition education so it is effective and appropriate. Provide staff and volunteer training in areas of nutrition, food service management and food safety. Participate in the development of client satisfaction preference assessment tools, and assessment of results. Participate in developing nutrition standards and delivery components of the food service vendor contract. Provide nutrition counseling for clients that have high risk nutritional scores (higher than 5.5 on the assessment tool). Dietitian providing nutrition counseling should be covered by malpractice insurance.

Item No. 27: PARALEGAL SPECIALIST 1

Minimum Qualifications:

A paralegal certificate and Associates degree.

Job Specifications:

Specifications to be outlined by each department.

Item No. 28: PLANT ELECTRICIAN

Minimum Qualifications:

Must possess a Miami-Dade County Journeyman Certificate of Competency as an Electrician. Two years of experience as a Journeyman Electrician to include high voltage work (2,400/4,160/15,000) are required. Must possess a CDL/Class B license.

Nature of Work:

This is advanced skilled journeyman work in the installation, maintenance and repair of both high and low voltage electrical and electronic systems and equipment found in water and sewage treatment plants and pumping systems. Employees in this class perform skilled electrical and electronic repair tasks in accordance with standard practices of the electrical and electronic trade, including responsibility for performing the special work required for high voltage electrical equipment and controls. Work requires a knowledge of the mechanical and operational aspects of equipment and its installation. Incumbents use special electrical tools such as voltmeters, ammeters, insulation testing meters, industrial analyzers, ground testers and also use special equipment necessary for the maintenance of large electrical motors and switchgear. Assignments are made either orally or through written orders and may be accompanied by diagrams and blueprints. Technical supervision is received from a superior on unusual or difficult operational problems and is checked by satisfactory performance of equipment repaired or maintained.

Illustrative Tasks:

Installs, alters, repairs, and maintains both high and low voltage motors, generators, switch gear, motor controllers, transformers, wiring systems, electronic components and other related equipment. Installs, alters, repairs, and maintains special metering, control, telemeter and recording equipment.

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Maintains accurate records of time and materials used, and the maintenance and repair history of all electrical equipment on which work is performed. Performs related work as required.

Knowledge, Abilities and Skills:

Considerable knowledge of standard practices, methods, tools, and materials of the electrical and electronic trade. Considerable knowledge of the installation, alteration, repair, and maintenance of both high and low voltage electrical and electronic systems and equipment found in the plant of assignment. Knowledge and understanding of electronic, air, mechanical and electrical types of metering, telemeter, control and recording equipment used in water or sewage treatment plants, water supply and distribution systems and lime plants. Knowledge of local and national electrical codes. Knowledge of the hazards of the trade, and of appropriate precautionary measures, particularly as they pertain to work on high voltage electrical systems and equipment. Knowledge of the operating principles and repair techniques applicable to electronic equipment. Ability to locate and adjust defects in electrical and electronic systems and equipment. Ability to work from electrical diagrams and blueprints, and to understand and effectively carry out oral and written instructions. Ability to make estimates of time and materials. Ability to follow electrical wiring diagrams on low and medium voltage motor controllers and circuit breakers. Skill in the care and use of standard and special electrical tools and testing equipment.

Item No. 29: PROFESSIONAL ENGINEER 1

Minimum Qualifications:

Must possess a State of Florida Professional Engineer license. A minimum of three to five years of professional engineering experience to include design, construction and management of mechanical, electrical and plumbing engineering projects is required. Must present a Driver license during the interview selection process.

Nature of Work:

This is advanced responsible professional engineering work for Miami-Dade County departments and agencies.

Employees in this class are responsible for performing professional engineering duties requiring registration as a Professional Engineer in the State of Florida. Duties vary greatly by occupational specialization and department of assignment and may include supervising an engineering section; exercising final authority for planning, design, plans preparation and specifications; signing and sealing plans and change orders; inspecting projects for compliance with specifications and accepted engineering standards; performing specialized engineering functions of a highly technical nature involving design, analysis or testing; overriding, accepting, rejecting or modifying engineering documents prepared by a registered Professional Engineer and bearing responsibility for the action; preparing engineering reports for use outside the department or agency; determining whether a design is in compliance with engineering standards, reviewing engineering calculations; and making analyses to answer complex engineering questions. Incumbents exercise considerable independent judgment and technical expertise in the application of professional engineering knowledge to the development and completion of complex engineering projects. Supervision is exercised over

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professional, technical and clerical subordinates with assigned responsibilities in various phases of engineering operations. General direction is received from a professional superior who holds the incumbent responsible for quality of results and achievement of desired goals and objectives.

Illustrative Tasks:

Directs, supervises and coordinates stationary sources air pollution control programs; reviews plans submitted by professional engineers for construction and operating permits; oversees permitting activities delegated to the County and seals permits; supervises asbestos program and reviews corrective action plans submitted by asbestos consultants and contractors; oversees air toxics control program, reviews plans for air toxics control and seals permits issued.

Supervises and implements state delegated domestic wastewater permitting program; reviews and certifies sewer plans; supervises subordinate engineers, program development and enforcement; issues operating permits and renewals, and certifies affidavits for state permits.

Plans, supervises and analyzes existing and proposed electrical installations servicing County facilities; develops and prepares specifications and drawings to build, upgrade or modify power supply and distribution in County facilities; specifies electrical apparatus for multiple applications; performs as Engineer of Record, Prime Professional or Delegated Engineer as required to complete electrical projects; affixes Registered Engineer seal to plans, reports and other documents.

Supervises and coordinates the Bridge Inspection and Structural Analysis Program in compliance with Florida Statutes and other regulations for the Metrorail and Metromover guideway structures and stations; prepares, signs and seals as Professional Engineer, the final and complete inspection reports pertaining to Metrorail and Metromover bridge structures.

Prepares and supervises preparation of roadway design projects; supervises and reviews roadway and bridge design projects prepared by outside consultant engineering firms; prepares various permit applications.

Designs new projects and modifies existing designs for roads, sewerage facilities, water supplies, flood control, drainage and facility improvements at the County's seaport; supervises field inspectors and activities of professional engineering firms involved in seaport development.

Reviews, designs and provides structural engineering expertise in the renovation of existing buildings or proposed additions to County buildings and/or installations of specialized equipment; reviews projects submitted by consultants; prepares site drainage and parking plans for all sites; affixes Professional Engineer seal for building permits and for all work personally designed.

Directs professional engineering firms engaged by the Aviation Department in areas of mechanical engineering for County airports including HVAC, plumbing and fire systems; makes evaluation and design decisions concerning the maintenance and operation of chilled water plants and building management systems.

Serves as Project Engineer for fuel storage and distribution facilities at Miami-Dade County airports;

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directs professional engineering firms in the planning, design, construction and maintenance of fuel storage and fuel distribution systems; directs the preparation of required plans and permits.

Exercises responsibility for the permitting of solid waste management landfills and other solid waste disposal facilities with the requisite regulatory agencies; testifies in court and at legislative or administrative hearings and provides expert technical opinions; designs, certifies and serves as Engineer of Record for solid waste landfills; inspects and certifies surface water management systems for County landfills.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance.

Performs related work as required.

Knowledge, Abilities and Skills:

Thorough knowledge of the theories, principles and practices of civil, environmental, electrical, structural, transit, traffic, sanitary or mechanical engineering depending upon the occupational specialty.

Thorough knowledge of the interrelationships between different engineering specializations.

Thorough knowledge of local, state and federal laws, regulations and rules concerning permitting, design and construction of County engineering projects.

Thorough knowledge of engineering and construction contracts, forms and procedures pertaining to work performed by outside contractors and consultants.

Considerable knowledge of modern office administration.

Considerable knowledge of supervisory principles and practices.

Ability to plan, direct and coordinate the work of professional engineering, technical and clerical subordinates in a manner conducive to full performance and high morale.

Ability to apply advanced professional engineering knowledge to the design, development and construction of a variety of engineering projects.

Ability to supervise, direct and review the work of engineering consultants in planning, design, plans preparation and specification development for County engineering projects.

Ability to understand complex engineering drawings and documents and make changes, additions and corrections.

Ability to interpret complex engineering regulations and enforce compliance with system design and installation requirements.

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Ability to simultaneously manage several complex engineering projects in various phases of development.

Ability to communicate clearly and concisely, verbally and in writing.

Item No. 30: PROJECTS INSPECTOR 1

Minimum Qualifications:

High school diploma or GED. Two years of experience in civil engineering drafting to include construction drawings, engineering surveying work above the instrumentation level, or road, bridge, or related construction experience are required. Must pass the paving and excavating sections of the General Engineering Contractor's examination during the training period.

Job Specifications:

Specifications to be outlined by department.

Item No. 31: RECREATION LEADER

Minimum Qualifications:

High school diploma or GED. Three years of experience in planning, organizing, conducting or supervising park and recreation activities are required. Coursework in Recreation, Physical Education, Park and Recreation Management, Sports Administration, Business Administration, Public Administration or related field may substitute for the required experience on a year-for-year basis. Must possess a Driver license. Must be able to work days, nights, holidays, and weekends on a varied work schedule.

Job Specifications:

Specifications to be outlined by department.

Item No. 32: SPECIAL PROJECTS ADMINISTRATOR 1

Minimum Qualifications:

Bachelor's degree. Three years of professional administrative experience are required.

Job Specifications:

Specifications to be outlined by department.

Item No. 33: SPECIAL PROJECTS ADMINISTRATOR 2

Minimum Qualifications:

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Bachelor's degree in Business Administration, Public Administration or related field. Four years of professional administrative experience in government or legislative affairs are required.

Job Specifications:

Specifications to be outlined by department.

Item No. 34: TEACHER

Minimum Qualifications:

Bachelor's degree in Early Childhood Education; OR bachelor's degree in a related field and possession of a National Child Development Associate (CDA) Certification required.

Nature of Work:

This is professional teaching work with supervisory responsibility in a county department or agency. Employees in this class are responsible for the care, development and teaching of children enrolled in an early childhood education center. Responsibilities include supervising teaching assistants, planning and implementing classroom activities, and preparing lesson plans and various developmental activities for preschool children in the program. Incumbents apply professional principles and practices of elementary and early childhood education in the performance of assigned duties. Supervision is exercised over teaching assistants engaged in providing assistance in various child care and development activities. Supervision is received from an administrative superior who reviews work through personal conferences and written reports for achievement of established goals and objectives.

Illustrative Tasks:

Supervises teaching assistants engaged in implementing a cognitively oriented curriculum, assisting in the preparation of lesson plans, and providing daily evaluation and supervision of children. Plans and implements classroom arrangements, lesson plans, and various developmental activities for children enrolled in the program. Plans and implements field trips and individual activities for children. Assesses developmental level of children; evaluates children in cognitive skills areas and in areas of social and emotional development. Supervises maintenance of records concerning child attendance, progress, problems, health, and parent contracts; prepares and submits monthly reports. Conducts conferences with parents concerning progress and development of children. Attends professional and educational conferences and meetings to keep abreast of educational trends and developments. Recruits and supervises volunteers to work in the classrooms. Evaluates health services provided to children; identifies children with special health needs and obtains physicians prescriptions; completes USDA applications for each school year. Observes children with disabilities and prepares progress reports. Makes home visits and conducts parent-teacher conferences to encourage parent participation in the program. Performs related work as required.

Knowledge, Abilities and Skills:

Considerable knowledge of the theories and principles of elementary and early childhood education. Considerable knowledge of methods and practices of teaching. Considerable knowledge of established child care practices and procedures. Knowledge of techniques in planning and

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evaluating developmental activities of young children. Knowledge of the conduct and behavior of preschool children. Knowledge of the program curriculum and learning activities at a Head Start center. Knowledge of techniques of appropriate stimulation for the development of preschool children. Knowledge of supervisory principles and practices. Ability to teach preschool children. Ability to develop and implement lesson plans and classroom activities for preschool children. Ability to prepare records, forms, and reports. Ability to supervise subordinates in a manner conducive to full performance and high morale. Ability to interact with preschool children in the classroom and in outdoor activities.

Item No. 35: TEACHER ASSISTANT 1

Minimum Qualifications:

High school diploma or GED. One year of experience working with infants and/or toddlers in a child care facility or six months of experience in a Head Start Program is required. Must obtain an HRS Child Care Certificate within the first six months of appointment.

Nature of Work:

This is child care and development work in the Head Start Program for the Community Action Agency. Employees in this class are responsible for assisting teachers in the care and development of children enrolled in the Head Start Program. Duties include assisting in the implementation of a cognitively oriented curriculum, assisting a teacher in preparing lesson plans and arranging the classroom, performing home visits, and supervising children. Incumbents utilize skills in child and infant care and development. Supervision is received from a professional superior who reviews work for effective assistance in the care and development of children enrolled in the program.

Illustrative Tasks:

Assists in the implementation of a cognitively-oriented curriculum. Assists a teacher in interacting with children in the classroom to aid in the educational, social, and emotional development of children. Assists a teacher in preparing lesson plans and leading activities which are in accordance with the curriculum. Assists a teacher in daily evaluations of activities of children in cognitive skill areas and in social and emotional development. Assists in arranging classrooms and in equipping areas with manipulative materials. Supervises and assists children in feeding, health care, and rest activities. Supervises meal-time clean up activities. Interacts and supervises children in outdoor play and games. Participates with teachers in-home visits to encourage parent participation in the program and familiarize them with the needs of children and learning activities which can be conducted in the home. Makes recommendations for classroom improvements. Performs related work as required.

Knowledge, Abilities and Skills:

Knowledge of the conduct and behavior of preschool children. Knowledge of the program curriculum and learning activities at a Head Start center. Knowledge of techniques of appropriate stimulation for the development of preschool children. Knowledge of established child care practices and procedures. Ability to provide assistance to a teacher in the care and development of children enrolled in the Head Start Program. Ability to interact with preschool children in the

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classroom and in outdoor activities. Ability to follow verbal and written instructions. Ability to remain alert and observant at all times to assure the safety of children. Ability to work harmoniously with other Head Start Program staff members.

Item No. 36: TRANSIT FIELD TECHNICIAN 1

Minimum Qualifications:

High school diploma or GED. Six months of experience in field investigations or data collection are required. Must be able to work various shifts, weekends and holidays. Must possess a driver's license. Position requires riding public transportation vehicles to perform data collection duties. Proof of education and work experience to meet minimum qualifications must be presented and will be verified.

Additional Requirements:

No set work hours. Potential to work very early or very late. Weekend assignments may be required. Breaks are taken at uneven intervals. Must have transportation. Employee will be given a Transit Pass by County. This is not an office job. Employee will spend less than one (1) hour a week in the office. The remainder of the time will be spent riding buses, rail or mover. Will catch bus all other the County.

Nature of Work:

This is field work in the collection of data required in the planning and scheduling of bus route networks. Employees in this class conduct field observations and investigations to assist in the development of improvements in bus service. Duties include planning weekly work schedules, collecting data in the field, investigating complaints originating from Bus Operators or the public, and preparing and completing resulting forms and reports. Work is performed according to established procedures and methods and some judgment is required in the investigation of complaints and in estimating passenger loads and counts. Supervision is received from an administrative superior who reviews work for accuracy and thoroughness in completing assignments.

Illustrative Tasks:

Receives and reviews assignments concerning routes to be surveyed, problems with bus routes or routine route observation; prepares weekly work schedule for riding specified buses and taking onboard passenger counts or corner counts. Makes corner counts and onboard counts to determine the number of passengers getting on and off buses; keeps track on time buses are scheduled to arrive at specific locations. Investigates driver complaints or complaints from the public concerning bus problems such as overcrowding, late arrivals or hot-running buses. Completes forms and reports accurately recording numerical information including passenger counts, bus numbers and arrival times. Reviews completed data with supervisor upon completion of assignment, as required. Performs related work as required.

Knowledge, Abilities and Skills:

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Knowledge of bus transit routes, schedules, and operations. Knowledge of data collection and field investigative methods and techniques. Knowledge of the geography of Dade County including arterial and secondary road systems. Knowledge of arithmetic. Knowledge of the forms and records used in the collection of field data used in planning and scheduling bus route networks. Ability to collect data from field observations and investigations. Ability to complete data collection forms and other documents. Ability to follow verbal and written instructions. Ability to investigate bus operational complaints and develop accurate data for their resolution. Ability to make arithmetic calculations quickly and accurately.

Item No. 37: TRANSLATOR 2

Minimum Qualifications:

Bachelor's degree in Translations, Languages, Linguistics, Education or related field. Two years of experience in translating legal, business and technical documents and interpreting deliberations, negotiations and meetings from English to Spanish and Spanish to English are required. Must possess a U.S. Federal Courts and/or National Centers for State Courts Qualification/Certification.

Nature of Work:

This is advanced professional administrative and interpretation work in providing translation and interpretation services for all of Miami-Dade County. An employee in this classification is responsible for assisting with providing interpretation services for all Miami-Dade County Board of County Commission (BCC) meetings and other government public meetings. Responsibilities include assisting in translating government documents from English to Spanish or vice versa; providing interpretation services for any special or emergency meetings and workshops called by the BCC, Mayor and County Manager; proofreading documents generated by government departments, Office of the Mayor and County Manager and any other interlocal government offices; and providing translation services to all county election ballot and related documents. Emphasis of the work is on providing accurate translation services under tight deadlines. General supervision is received from a professional or administrative superior who reviews work for completeness and effectiveness.

Illustrative Tasks:

Provides interpretation services for all Miami-Dade County (BCC) meetings and other government public meetings as required.

Translates government documents from English to Spanish or vice versa, as required.

Provides interpretation services for any special or emergency meetings and workshops called by the BCC, Mayor, and County Manager during and after working hours.

Proofreads documents for accuracy generated by government departments, Office of the Mayor and County Manager and any other interlocal government offices.

Provides translation services to all county election ballots and related documents.

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Performs related work as required.

Knowledge, Abilities and Skills:

Considerable knowledge of public relations principles and techniques.

Considerable knowledge of the principles and practices of diplomatic protocol.

Considerable knowledge of English & Spanish languages.

Knowledge of the Communications Department's policies, procedures and regulations.

Ability to communicate clearly and concisely, verbally and in writing, in English and Spanish languages with officials, groups and individuals.

Ability to translate government documents from English to Spanish or Spanish to English as required.

Ability to provide interpretation services for any special or emergency meetings, workshops called by the BCC, Mayor and County Manager during and after working hours.

Ability to proofread documents for accuracy generated by government departments, Office of the Mayor and County Manager and any other interlocal government offices.

Ability to provide translation services to all county election ballots and related documents.

Ability to establish and maintain effective working relationships with the Mayor's Office, the Chair's Office, the BCC, the County Manager, senior management, county departments, elected officials and the general public.

Ability to mediate, troubleshoot, handle multiple tasks and pay close attention to details.

Ability to prioritize multiple and simultaneous protocol and translating tasks, and bring all to a successful completion.

Ability to work with minimal supervision.

Item No. 38: VETERINARY SURGERY TECHNICIAN

Minimum Qualifications:

One year experience working in private or shelter practice in assisting veterinary staff with surgeries.

Nature of Work:

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This is highly skilled medical assistance work supporting a veterinary surgeon in a high volume spay/neuter clinic. Employees in this class maintain a close working relationship with their supervising veterinarian. Work involves anesthetizing and prepping pets for surgery. Supervision is received from a Clinic Supervisor.

Illustrative Tasks:

Anesthetizes and preps pets for surgery. Monitors anesthesia and recovery of surgery patients. Cleans and sterilizes instruments. Cleans surgical area when surgery done.

Knowledge, Abilities and Skills:

Basic anesthesia. Aseptic surgery prep techniques. Common and controlled drugs used to anesthetize pets. Sterilizing instruments.

Item No. 39: WEB DESIGNER

Minimum Qualifications:

Completion of 60 semester credits to include 15 semester credits in a computer related field or possession of Microsoft Certified Professional-Site Building certification. Two years of programming or web design experience are required. Additional programming or web design experience may substitute for the required education on a year-for-year basis.

Job Specifications:

Specifications to be outlined by department.

Item No. 40: WEB PUBLISHER

Minimum Qualifications:

Completion of 60 semester credits to include 15 semester credits in a communications related field. One year of web publishing, communications, public relations, or journalism is required. Additional experience may substitute for the required education on a year-for-year basis.

Job Specifications:

Specifications to be outlined by department.

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ATTACHMENT A
JOB DESCRIPTIONS

GROUP D

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Item No. 1: ARCHITECT 1

Minimum Qualifications:

Bachelor's degree in Architecture. Four or more years of relevant experience required.

Nature of Work:

This is professional and technical architectural work in the preparation of plans, designs and specifications for public works building projects. An employee in this class is responsible for applying professional architectural skills and knowledge to moderately difficult engineering projects in connection with the design, construction, inspection or maintenance of Public Works. Work may involve supervision of technical assistants in any phase. Assignments are received with general instructions but employees use their own judgment and initiative in solution of details. Work is checked and reviewed frequently throughout its progress and completely at its conclusion by professional associates and superiors.

Illustrative Tasks:

Management of several projects simultaneously. Conducting Site Visits (Units and sites' inspections). Meeting with Site Managers and Regional Coordinators to discuss current projects needs. Performing Site Analysis. Preparing Project Evaluations and Recommendations. Requesting Surveys. Preparing Cost Estimates. Assisting with Consultant Selection and Negotiation. Conducting Meetings with Consultants and Contractor. Reviewing and coordinating architectural projects for technical accuracy and ensuring compliance with Agency's policies and regulations. Submit review comments. Implementation of Policies and Procedures when reviewing and approving Consultants' work. Requesting and evaluating Asbestos/Lead Paint Reports. Reviewing and processing Consultants' Invoices. Preparing Project Manuals. Creating Scope of Work and Specifications. Coordinating the design and construction documents for projects. Monitoring and coordinating projects' progress with other County Agencies (ei: OCI, Risk Management, etc.). Conducting Pre-Bid Meetings and Site Visits. Responding to bidders inquiries (RFI's) and issuing addenda. Attendance at BID opening, evaluating Bids and making recommendations of Responsive Bidders. Conducting Pre-Construction Meetings. Processing Purchase Orders for Departmental Contracts, etc. Review and respond to all correspondence. Conduct labor interviews and review payrolls. Coordinate Construction Administration (in-house or by consultant). Review/approve payment requisition for contractor with appropriate back-up. Conduct inspection/prepare punchlist. Coordinate final close-out, warranties, etc. Provide contractor evaluation. Attend meetings as necessary.

Knowledge, Abilities and Skills:

Thorough knowledge of the practices and principles of architecture. Thorough knowledge of public building design and construction. Considerable knowledge of modern developments, current literature and sources of information regarding design, structures and construction. Considerable knowledge of modern engineering methods, materials and techniques that apply to the design of buildings. Knowledge of the principles and procedures of modern office administration. Ability to plan, design and prepare complete plans and specifications for all building types including structural projects. Ability to plan, schedule, coordinate and review the work of other architects, engineers, technical and clerical assistants in a manner conducive to full performance and high morale. Ability to perform difficult computations and to make comprehensive recommendations on engineering problems. Ability to express ones self clearly and concisely, orally and in writing. Skill in the use of architectural instruments and equipment. Work requires travel to meetings, site visits, and

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inspections. This requires the possession of a valid state drivers license. Work requires willingness to work a flexible schedule.

Item No. 2: ARCHITECT 2

Minimum Qualifications:

Bachelors degree in Architecture. Seven or more years of relevant experience required.

Nature of Work:

This is advanced professional architectural work with some supervisory responsibility. Employees in this class supervise the work of subordinate professional and sub-professional architectural personnel engaged in the preparation of plan, designs and specifications for County buildings and Public Works projects. Work entails the application of professional architectural skills to various projects undertaken in connection with the design, inspection, investigation and construction of public structures. Work is reviewed by an administrative superior through discussions and inspections principally for determining general progress and adherence to departmental policies and regulations.

Illustrative Tasks:

Management of several projects simultaneously. Conducting Site Visits (Units and sites' inspections). Meeting with Site Managers and Regional Coordinators to discuss current projects needs. Performing Site Analysis. Preparing Project Evaluations and Recommendations. Requesting Surveys. Preparing Cost Estimates. Consultant Selection and Negotiation. Conducting Meetings with Consultants and Contractor. Reviewing and coordinating architectural projects for technical accuracy and ensuring compliance with Agency's policies and regulations. Submit review comments. Implementation of Policies and Procedures when reviewing and approving Consultants' work. Requesting and evaluating Asbestos/Lead Paint Reports. Reviewing and processing Consultants' Invoices. Preparing Project Manuals. Creating Scope of Work and Specifications. Coordinating the design and construction documents for projects. Monitoring and coordinating projects' progress with other County Agencies (ei: OCI, Risk Management, etc.). Conducting Pre-Bid Meetings and Site Visits. Responding to bidders inquiries (RFI's) and issuing addenda. Attendance at BID opening, evaluating Bids and making recommendations of Responsive Bidders. Conducting Pre-Construction Meetings. Processing Purchase Orders for Departmental Contracts, etc. Review and respond to all correspondence. Conduct labor interviews and review payrolls. Coordinate Construction Administration (in-house or by consultant). Review/approve payment requisition for contractor with appropriate back-up. Conduct inspection/prepare punchlist. Coordinate final close-out, warranties, etc. Provide contractor evaluation. Attend meetings as necessary.

Knowledge, Abilities and Skills:

Thorough knowledge of the practices and principles of architecture. Thorough knowledge of public building design and construction. Considerable knowledge of modern developments, current literature and sources of information regarding design, structures and construction. Considerable knowledge of modern engineering methods, materials and techniques that apply to the design of

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buildings. Knowledge of the principles and procedures of modern office administration. Ability to plan, design and prepare complete plans and specifications for all building types including structural projects. Ability to plan, schedule, coordinate and review the work of other architects, engineers, technical and clerical assistants in a manner conducive to full performance and high morale. Ability to perform difficult computations and to make comprehensive recommendations on engineering problems. Ability to express ones self clearly and concisely, orally and in writing. Skill in the use of architectural instruments and equipment. Work requires travel to meetings, site visits, and inspections. This requires the possession of a valid state drivers license. Work requires willingness to work a flexible schedule.

Item No. 3: ARCHITECT 3

Minimum Qualifications:

Bachelors degree in Architecture. Ten or more years of relevant experience required.

Nature of Work:

This is professional architectural work with some administrative responsibility. The incumbent in this class serves as the assistant to the Chief Architect, coordinating project assignment, work schedule compliance, and providing professional architectural review. Work involves a variety and volume of departmental contacts in coordinating county activities with private organizations as well as other public jurisdictions. Duties require direction and coordination of the activities of subordinate professional, technical and clerical assistants. Assignments are usually broad in scope with opportunity for the use of independent professional judgment and for making responsible technical decisions. Work is reviewed generally upon completion for conformity with departmental policies and regulations by the Chief Architect.

Illustrative Tasks:

Management of several projects simultaneously. Conducting Site Visits (Units and sites' inspections). Meeting with Site Managers and Regional Coordinators to discuss current projects needs. Performing Site Analysis. Preparing Project Evaluations and Recommendations. Requesting Surveys. Preparing Cost Estimates. Consultant Selection and Negotiation. Conducting Meetings with Consultants and Contractors. Reviewing and coordinating architectural projects for technical accuracy and ensuring compliance with Agency's policies and regulations. Submit review comments. Implementation of Policies and Procedures when reviewing and approving Consultants' work. Requesting and evaluating Asbestos/Lead Paint Reports. Reviewing and processing Consultants' Invoices. Preparing Project Manuals. Creating Scope of Work and Specifications. Coordinating the design and construction documents for projects. Monitoring and coordinating projects' progress with other County Agencies (ei: OCI, Risk Management, etc.). Conducting Pre-Bid Meetings and Site Visits. Responding to bidders inquiries (RFI's) and issuing addenda. Attendance at BID opening, evaluating Bids and making recommendations of Responsive Bidders. Conducting Pre-Construction Meetings. Processing Purchase Orders for Departmental Contracts, etc. Review and respond to all correspondence. Conduct labor interviews and review payrolls. Coordinate Construction Administration (in-house or by consultant). Review/approve payment requisition for contractor with appropriate back-up. Conduct inspection/prepare punchlist.

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Coordinate final close-out, warranties, etc. Provide contractor evaluation. Attend meetings as necessary.

Knowledge, Abilities and Skills:

Thorough knowledge of the practices and principles of architecture. Thorough knowledge of public building design and construction. Considerable knowledge of modern developments, current literature and sources of information regarding design, structures and construction. Considerable knowledge of modern engineering methods, materials and techniques that apply to the design of buildings. Knowledge of the principles and procedures of modern office administration. Ability to plan, design and prepare complete plans and specifications for all building types including structural projects. Ability to plan, schedule, coordinate and review the work of other architects, engineers, technical and clerical assistants in a manner conducive to full performance and high morale. Ability to perform difficult computations and to make comprehensive recommendations on engineering problems. Ability to express ones self clearly and concisely, orally and in writing. Skill in the use of architectural instruments and equipment. Work requires travel to meetings, site visits, and inspections. This requires the possession of a valid state drivers license. Work requires willingness to work a flexible schedule.

Item No. 4: ARCHITECT 4

Minimum Qualifications:

Bachelors degree in Architecture. Fifteen or more years of relevant experience required. Must possess a State of Florida Registered Architect license.

Nature of Work:

This is highly responsible professional architectural work with administrative responsibilities. Work involves responsibility for coordination and technical supervision of varied architectural activities in the Public Works Department such as design and construction, planning, property services and building repair, maintenance and alteration. The employee performs a variety and volume of public contacts in coordinating county architectural activities with private and other public jurisdictions. Supervision is exercised directly and indirectly over subordinate professional, technical and clerical personnel. Considerable independence is exercised in making final decisions on technical problems and in participation in the determination of departmental policies. Work is under the administrative direction of the County Engineer and is reviewed generally upon completion for attainment of desired objectives. Assignments are usually broad in scope with considerable opportunity for the use of independent professional judgment and difficult technical decision making.

Illustrative Tasks:

Monitors the progress of all projects and corresponding funding sources involving consultant selection, issuance of consultant work orders, and monitoring the completion of all projects, within the allotted time frame. Monitors compliance with the 40 year re-certifications. Monitors the resolution of all of the Notices of Violations (NOV) issued by Miami-Dade Building Department. Prepares and coordinates some of the disposition applications for demolition, disposal or sale. Assists in the preparation of the Comprehensive Fund Program (CFP) budgets and strategies.

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Prepares and monitors the different capital fund budgets, including revisions to these budgets. Monitors the Business Plan and manages the Miami-Dade County Scorecard. Monitors energy conservation efforts for the agency, and develop budgets, and strategic plans to implement energy conservation measures. Supervises the timely construction of all improvements by advising and addressing problems and issues that may arise throughout the construction phase of all work. Meets with staff regularly to monitor all aspects and status of all projects. Prepares status reports. Coordinates and prepares reports and other documentation as required by USHUD and County Agencies and other governmental agencies having jurisdiction. Meets with the public as required to explain 5-year plans and corresponding funding, as well as individual projects when required. Develops processes and procedures consistent with USHUD, Miami-Dade County and other applicable standards. Provides on-the-job training for new staff. Reviews processes, procedures and how agency conducts business. Reviews and approves payment requisitions, Work Orders and all other vendor-related documentation. Coordinates with Budget Analyst and makes revisions as appropriate to projects and funding sources.

Knowledge, Abilities and Skills:

Thorough knowledge of the practices and principles of architecture. Thorough knowledge of building design and construction. Thorough knowledge of current methods and materials, literature and sources of information regarding building design and structure. Thorough knowledge of current engineering methods and techniques that apply to the design of buildings. Knowledge of the principles and procedures of modern business procedures. Ability to plan, design and prepare complete plans and specifications for all types of buildings and structures. Ability to plan, schedule, coordinate and review the work of other architects, engineers, technical and clerical assistants in a manner conducive to full performance and high morale. Ability to perform difficult computations and make comprehensive recommendations on architectural problems. Ability to express ones self clearly and concisely, orally and in writing. Skill in the use of architectural instruments and equipment. Work requires travel to meetings, site visits, and inspections. This requires the possession of a valid state drivers license. Work requires willingness to work a flexible schedule.

Item No. 5: CONSTRUCTION MANAGER 3

Minimum Qualifications:

Bachelor's degree in Engineering, Architecture, Construction Engineering, or a related field. Ten or more years of relevant experience are required. A State of Florida Professional Engineer license, State of Florida Registered Architect license, Miami-Dade County or State of Florida General Contractor's certificate, Miami-Dade County or State of Florida General Building Contractor certificate, or Miami-Dade County or State of Florida General Engineering Contractor certificate, a Certificate of Eligibility in General Building or General Engineering may substitute for the required education.

Nature of Work:

This is advanced professional and administrative work in the management of building construction projects for the County.

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Responsible for authorizing and monitoring the work of architectural and engineering consultants and contractors engaged in the design and construction of a variety of complex County buildings, or housing and related facilities. Position require more advanced architectural and engineering knowledge in a variety of complex and difficult building construction projects involving complex structural, electrical or mechanical features. Responsibilities include the management of several projects simultaneously in various phases of development including planning, consultant selection, design management, selection of contractor construction management, inspection and warranty administration. Considerable independent judgment in the application of the principles and practices of architectural planning, design construction, related engineering knowledges and in the administration of assigned building construction projects is required. General supervision is received from a professional and administrative superior who reviews work through personal conferences and reports for satisfactory attainment of goals and objectives periodically during the building construction process.

When applicable, consults and coordinates with A/E, Developer, Contractors, etc. for all aspects of project from start to finish. Assists consultants and County agency officials in the development of complex and difficult building construction project; issues work orders to consultants, surveyors and testing labs; reviews and verifies consultant's invoices and approves payment; reviews consultant's plans and specifications at various stages of development for conformance to budget funding, program and design standards, completeness and accuracy; suggests changes, additions and corrections; monitors consultant's cost estimates; schedules, attends and writes reports of meetings with consultants and County agency representative.

Illustrative Tasks:

Coordinates the development of building construction projects with several agencies that will occupy the structure; resolves conflicts between agencies over space allocations; resolves conflicts with individual agencies over budgetary costs.

Coordinates bid advertisements, printing and distribution of plans and specifications to bidders; schedules and conducts pre-bid conferences with contractors and consultants on complex building construction projects; evaluates bids and makes recommendations for award of contract; attends pre-bid conferences.

Coordinates signing of contracts with contractors; schedules and conducts pre-construction meetings with consultants, contractors and sub-contractors.

Originates Notices to Proceed to contractors and work orders to consultants and testing labs; reviews and approves periodic requisitions, invoices and supporting data from contractors, consultants and testing labs; reviews field inspection reports.

Monitors building construction progress; keeps user agencies informed; prepares change orders to contract; keeps records of contingency allowance and consultant's payments.

Inspects projects for substantial completion and prepares list of any deficiencies.

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Prepares performance reports on contractors and consultants; arranges for correction of defects by contractor during warranty period; schedules and conducts inspection at end of warranty period and assures correction of defects; recommends final acceptance of facility on behalf of the County.

Qualifies the department as general contractor and obtains building permits.

Maintains project administrative records and files.

Performs related work as required.

Knowledge, Abilities and Skills:

Thorough knowledge of the principles, practices and methods of architectural planning, design and construction and related engineering work. Thorough knowledge of structural design, and air-conditioning, plumbing, and electrical systems. Thorough knowledge of building materials, methods, and construction systems. Thorough knowledge of building codes, laws, regulations, and county design standards. Thorough knowledge of contracts, forms and procedures relative to building construction activities. Thorough knowledge of current construction costs. Considerable knowledge of the principles of management, public, and business administration and their application to the administration of government activities. Considerable knowledge of supervisory principles and practices. Ability to plan, organize, and supervise the work of a staff of subordinate professional employees in a manner conducive to full performance and high morale. Ability to exercise judgment and discretion in devising and installing policies and procedures for the administration of building construction projects. Ability to delegate the authority to subordinates necessary to complete responsibilities in building construction projects. Ability to understand complex architectural and engineering drawings and specifications related to complex building construction projects. Ability to interpret pertinent laws and regulations and enforce compliance with building designs and construction schedules. Ability to establish and maintain effective working relationships with consultants, contractors, supervisors, and departmental officials. Ability to analyze bids and make recommendations for award of contract. Ability to conduct meetings with consultants, contractors, and representatives of user agencies. Ability to express ideas clearly, concisely, verbally, and in writing.

Item No. 6: CONSTRUCTION MANAGER 4

Minimum Qualifications:

Bachelor's degree in Engineering, Architecture, Construction Engineering, Construction Management or other comparable experience and expertise. 15 years or more of experience in the design, construction or management of complex construction projects are required. A license in any of the following, or comparable industry experience, may substitute for the required education: State of Florida Professional Engineer, State of Florida Registered Architect, Miami-Dade County, or State of Florida General Contractor's General Building Contractor, or General Engineering Contractor or a Certificate of Eligibility in General Building or General Engineering.

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Nature of Work:

This is advanced professional and administrative work in the management of building construction projects for the County.

Responsible for authorizing and monitoring the work of architectural and engineering consultants and contractors engaged in the design and construction of a variety of complex County buildings, or housing and related facilities. Position require more advanced architectural and engineering knowledge in a variety of complex and difficult building construction projects involving complex structural, electrical or mechanical features. Responsibilities include the management of several projects simultaneously in various phases of development including planning, consultant selection, design management, selection of contractor construction management, inspection and warranty administration. Considerable independent judgment in the application of the principles and practices of architectural planning, design construction, related engineering knowledge and in the administration of assigned building construction projects is required. General supervision is received from a professional and administrative superior who reviews work through personal conferences and reports for satisfactory attainment of goals and objectives periodically during the building construction process.

When applicable, consults and coordinates with A/E, Developer, Contractors, etc. for all aspects of project from start to finish. Assists consultants and County agency officials in the development of complex and difficult building construction project; issues work orders to consultants, surveyors and testing labs; reviews and verifies consultant's invoices and approves payment; reviews consultant's plans and specifications at various stages of development for conformance to budget funding, program and design standards, completeness and accuracy; suggests changes, additions and corrections; monitors consultant's cost estimates; schedules, attends and writes reports of meetings with consultants and County agency representative.

Illustrative Tasks:

Coordinates the development of building construction projects with several agencies that will occupy the structure; resolves conflicts between agencies over space allocations; resolves conflicts with individual agencies over budgetary costs.

Coordinates bid advertisements, printing and distribution of plans and specifications to bidders; schedules and conducts pre-bid conferences with contractors and consultants on complex building construction projects; evaluates bids and makes recommendations for award of contract; attends pre-bid conferences.

Coordinates signing of contracts with contractors; schedules and conducts pre-construction meetings with consultants, contractors and sub-contractors.

Originates Notices to Proceed to contractors and work orders to consultants and testing labs; reviews and approves periodic requisitions, invoices and supporting data from contractors, consultants and testing labs; reviews field inspection reports.

Monitors building construction progress; keeps user agencies informed; prepares change orders to contract; keeps records of contingency allowance and consultant's payments.

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Inspects projects for substantial completion and prepares list of any deficiencies.

Prepares performance reports on contractors and consultants; arranges for correction of defects by contractor during warranty period; schedules and conducts inspection at end of warranty period and assures correction of defects; recommends final acceptance of facility on behalf of the County.

Qualifies the department as general contractor and obtains building permits.

Maintains project administrative records and files.

Performs related work as required.

Knowledge, Abilities and Skills:

Thorough knowledge of the principles, practices and methods of architectural planning, design and construction and related engineering work.

Thorough knowledge of structural design, and air-conditioning, plumbing and electrical systems.

Thorough knowledge of building materials, methods and construction systems.

Thorough knowledge of building codes, laws, regulations and County design standards.

Thorough knowledge of contracts, forms and procedures relative to building construction activities.

Considerable knowledge of current construction costs.

Ability to develop and analyze programs of space requirements for a variety of complex building types.

Ability to understand complex architectural and engineering drawings and specifications related to complex building construction projects.

Ability to review and suggest changes, additions and corrections in detailed plans and specifications of construction projects.

Ability to interpret pertinent laws and regulations and enforce compliance with building designs and construction schedules.

Ability to inspect complex projects under construction for conformance to contract documents.

Ability to establish and maintain effective working relationships with consultants, contractors, supervisors and departmental officials.

Ability to simultaneously manage several complex projects in various phases of development.

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Ability to analyze bids and make recommendations for award of contract.

Ability to conduct meetings with consultants, contractors and representatives of user agencies.

Ability to express ideas clearly and concisely, verbally and in writing.

Work requires travel to meetings, site visits, and inspections. This requires the possession of a valid state drivers license.

Work requires willingness to work a flexible schedule.

Item No. 7: PROFESSIONAL ENGINEER 1

Minimum Qualifications:

Must possess a State of Florida Professional Engineer license. A minimum of three to five years of professional engineering experience to include design, construction and management of mechanical, electrical and plumbing engineering projects is required. Must present a Driver license during the interview selection process.

Nature of Work:

This is advanced responsible professional engineering work for Miami-Dade County departments and agencies.

Employees in this class are responsible for performing professional engineering duties requiring registration as a Professional Engineer in the State of Florida. Duties vary greatly by occupational specialization and department of assignment and may include supervising an engineering section; exercising final authority for planning, design, plans preparation and specifications; signing and sealing plans and change orders; inspecting projects for compliance with specifications and accepted engineering standards; performing specialized engineering functions of a highly technical nature involving design, analysis or testing; overriding, accepting, rejecting or modifying engineering documents prepared by a registered Professional Engineer and bearing responsibility for the action; preparing engineering reports for use outside the department or agency; determining whether a design is in compliance with engineering standards, reviewing engineering calculations; and making analyses to answer complex engineering questions. Incumbents exercise considerable independent judgment and technical expertise in the application of professional engineering knowledge to the development and completion of complex engineering projects. Supervision is exercised over professional, technical and clerical subordinates with assigned responsibilities in various phases of engineering operations. General direction is received from a professional superior who holds the incumbent responsible for quality of results and achievement of desired goals and objectives.

Illustrative Tasks:

Directs, supervises and coordinates stationary sources air pollution control programs; reviews plans submitted by professional engineers for construction and operating permits; oversees permitting activities delegated to the County and seals permits; supervises asbestos program and reviews

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corrective action plans submitted by asbestos consultants and contractors; oversees air toxics control program, reviews plans for air toxics control and seals permits issued.

Supervises and implements state delegated domestic wastewater permitting program; reviews and certifies sewer plans; supervises subordinate engineers, program development and enforcement; issues operating permits and renewals, and certifies affidavits for state permits.

Plans, supervises and analyzes existing and proposed electrical installations servicing County facilities; develops and prepares specifications and drawings to build, upgrade or modify power supply and distribution in County facilities; specifies electrical apparatus for multiple applications; performs as Engineer of Record, Prime Professional or Delegated Engineer as required to complete electrical projects; affixes Registered Engineer seal to plans, reports and other documents.

Supervises and coordinates the Bridge Inspection and Structural Analysis Program in compliance with Florida Statutes and other regulations for the Metrorail and Metromover guideway structures and stations; prepares, signs and seals as Professional Engineer, the final and complete inspection reports pertaining to Metrorail and Metromover bridge structures.

Prepares and supervises preparation of roadway design projects; supervises and reviews roadway and bridge design projects prepared by outside consultant engineering firms; prepares various permit applications.

Designs new projects and modifies existing designs for roads, sewerage facilities, water supplies, flood control, drainage and facility improvements at the County's seaport; supervises field inspectors and activities of professional engineering firms involved in seaport development.

Reviews, designs and provides structural engineering expertise in the renovation of existing buildings or proposed additions to County buildings and/or installations of specialized equipment; reviews projects submitted by consultants; prepares site drainage and parking plans for all sites; affixes Professional Engineer seal for building permits and for all work personally designed.

Directs professional engineering firms engaged by the Aviation Department in areas of mechanical engineering for County airports including HVAC, plumbing and fire systems; makes evaluation and design decisions concerning the maintenance and operation of chilled water plants and building management systems.

Serves as Project Engineer for fuel storage and distribution facilities at Miami-Dade County airports; directs professional engineering firms in the planning, design, construction and maintenance of fuel storage and fuel distribution systems; directs the preparation of required plans and permits.

Exercises responsibility for the permitting of solid waste management landfills and other solid waste disposal facilities with the requisite regulatory agencies; testifies in court and at legislative or administrative hearings and provides expert technical opinions; designs, certifies and serves as Engineer of Record for solid waste landfills; inspects and certifies surface water management systems for County landfills.

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Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance.

Performs related work as required.

Knowledge, Abilities and Skills:

Thorough knowledge of the theories, principles and practices of civil, environmental, electrical, structural, transit, traffic, sanitary or mechanical engineering depending upon the occupational specialty. Thorough knowledge of the interrelationships between different engineering specializations. Thorough knowledge of local, state and federal laws, regulations and rules concerning permitting, design and construction of County engineering projects. Thorough knowledge of engineering and construction contracts, forms and procedures pertaining to work performed by outside contractors and consultants. Considerable knowledge of modern office administration. Considerable knowledge of supervisory principles and practices. Ability to plan, direct and coordinate the work of professional engineering, technical and clerical subordinates in a manner conducive to full performance and high morale. Ability to apply advanced professional engineering knowledge to the design, development and construction of a variety of engineering projects. Ability to supervise, direct and review the work of engineering consultants in planning, design, plans preparation and specification development for County engineering projects. Ability to understand complex engineering drawings and documents and make changes, additions and corrections. Ability to interpret complex engineering regulations and enforce compliance with system design and installation requirements. Ability to simultaneously manage several complex engineering projects in various phases of development. Ability to communicate clearly and concisely, verbally and in writing.

Item No. 8: PROFESSIONAL ENGINEER 2

Minimum Qualifications:

Bachelor's Degree in Civil, Mechanical, or Structural Engineering. Registration as a Professional Engineer or equivalent expertise and experience, is required. Seven or more years of relevant experience required.

Nature of Work:

This is an engineering level position which includes the ability to perform engineering functions noted below with supervision from a senior engineer. Provides services in Civil, Mechanical, or Structural engineering. Responsible for entire project cycle to include design, development contract documents, construction and project completion.

Illustrative Tasks:

Prepare engineering analysis of projects to include: preliminary design, calculation, life cycle cost and equipment selection. Prepare and interpret blueprints, develop schematic drawings, layouts and other visual aids. Prepare technical construction specifications. Perform Civil engineering duties coordination or surrounding the following; public works, buildings, sub-divisions, drainage, traffic,

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road, airport, tunnel, bridge, water supply, sewage, and environmental systems. Perform Mechanical engineering coordination or duties surrounding the following; mechanical devices, components, engines, transportation equipment, environmental control, materials handling, machine tools, robots, automated manufacturing equipment, and power producing machines such as internal combustion engines, steam and gas turbines, and jet and rocket engines. Manage construction document process. Manage project issues, budgets, and schedules. Review and critique proposed changes to engineering standards, policies, or details. Review development plans for compliance with adopted engineering standards and good engineering practices. Meet with the general public and/or developers, landowners, and interest groups concerning zoning, subdivision projects, building projects, and engineering regulations, standards, or policies. Coordinate the activities with the design and construction teams. Provide technical presentations to elected officials, appointed boards/commissions, the public, and staff. Function as chief inspector on engineering projects. Other duties as assigned.

Knowledge, Abilities and Skills:

Knowledge of applicable federal, state and local building codes and safety laws. Work requires advanced math skills, special relationship abilities, and the ability to understand “abstract” principles behind math and physics. Working knowledge of CAD tools. Work requires travel to meetings, site visits, and inspections. This requires the possession of a valid state drivers license. Work requires willingness to work a flexible schedule.

Item No. 9: PROFESSIONAL ENGINEER 3

Minimum Qualifications:

Bachelor’s Degree in Civil, Mechanical, or Structural Engineering. Registration as a Professional Engineer or equivalent expertise and experience is required. Ten or more years of relevant experience with complex projects.

Nature of Work:

This is a senior engineering level position. This position also includes management and supervision of other professionals performing this type of work. Provides services in Civil, Mechanical, or Structural engineering. Responsible for entire project cycle to include design, development contract documents, construction and project completion.

Illustrative Tasks:

Prepare engineering analysis of projects to include: preliminary design, calculation, life cycle cost and equipment selection. Prepare and interpret blueprints, develop schematic drawings, layouts and other visual aids. Prepare technical construction specifications. Perform Civil engineering duties coordination or surrounding the following; public works, buildings, sub-divisions, drainage, traffic, road, airport, tunnel, bridge, water supply, sewage, and environmental systems. Perform Mechanical engineering coordination or duties surrounding the following; mechanical devices, components, engines, transportation equipment, environmental control, materials handling, machine tools, robots, automated manufacturing equipment, and power producing machines such as internal combustion

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engines, steam and gas turbines, and jet and rocket engines. Manage construction document process. Manage project issues, budgets, and schedules. Review and critique proposed changes to engineering standards, policies, or details. Review development plans for compliance with adopted engineering standards and good engineering practices. Meet with the general public and/or developers, landowners, and interest groups concerning zoning, subdivision projects, building projects, and engineering regulations, standards, or policies. Coordinate the activities of the design and construction teams. Provide technical presentations to elected officials, appointed boards/commissions, the public, and staff. Function as chief inspector on engineering projects. Provide on-the-job training to new staff. Other duties as assigned.

Knowledge, Abilities and Skills:

Knowledge of applicable federal, state and local building codes and safety laws. Work requires advanced math skills, special relationship abilities, and the ability to understand “abstract” principles behind math and physics. Working knowledge of CAD tools. Work requires travel to meetings, site visits, and inspections. This requires the possession of a valid state drivers license. Work requires willingness to work a flexible schedule.

Item No. 10: PROFESSIONAL ENGINEER 4

Minimum Qualifications:

Bachelor’s Degree in Civil, Mechanical, or Structural Engineering. Registration as a Professional Engineer or equivalent expertise and experience is required. Fifteen or more years of similar experience with complex projects.

Nature of Work:

This is a senior engineering level position which includes management and supervision of other professionals performing this type of work. This position also provides services in Civil, Mechanical, or Structural engineering. This position is responsible for entire project cycle to include design, development contract documents, construction and project completion.

Illustrative Tasks:

Prepare engineering analysis of projects to include: preliminary design, calculation, life cycle cost and equipment selection. Prepare and interpret blueprints, develop schematic drawings, layouts and other visual aids. Prepare technical construction specifications. Perform Civil engineering duties coordination or surrounding the following; public works, buildings, sub-divisions, drainage, traffic, road, airport, tunnel, bridge, water supply, sewage, and environmental systems. Perform Mechanical engineering coordination or duties surrounding the following; mechanical devices, components, engines, transportation equipment, environmental control, materials handling, machine tools, robots, automated manufacturing equipment, and power producing machines such as internal combustion engines, steam and gas turbines, and jet and rocket engines. Manage construction document process. Manage project issues, budgets, and schedules. Review and critique proposed changes to engineering standards, policies, or details. Review development plans for compliance with adopted engineering standards and good engineering practices. Meet with the general public and/or

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developers, landowners, and interest groups concerning zoning, subdivision projects, building projects, and engineering regulations, standards, or policies. Coordinate the activities of the design and construction teams. Provide technical presentations to elected officials, appointed boards/commissions, the public, and staff. Function as chief inspector on engineering projects. Provide on-the-job training to new staff. Other duties as assigned.

Knowledge, Abilities and Skills:

Knowledge of applicable federal, state and local building codes and safety laws. Work requires advanced math skills, special relationship abilities, and the ability to understand “abstract” principles behind math and physics. Working knowledge of CAD tools. Work requires travel to meetings, site visits, and inspections. This requires the possession of a valid state drivers license. Work requires willingness to work a flexible schedule.

Item No. 11: PROJECTS INSPECTOR 3

Minimum Qualifications:

This position is for an experienced construction professional including architect, engineer, contractor or other industry professional with six or more years of construction supervision experience on projects of various sizes including large complex projects.

Illustrative Tasks:

Visits sites on a regular basis and prepares a construction report, documenting delays and onsite activities, quality of work, and personnel. Takes digital photographic record of site activities, problem areas, and corrective work. Reports on all issues that arise, which need intervention/involvement by Owner or others. Prepares summaries of on-site meetings (if applicable). Reviews and provides input on construction documents during design phase. Monitors construction activities. Monitors adherence to construction documents on-site, including quality of work. Monitors adherence to construction schedule/timelines. Maintains prioritized list of items requiring resolution to review with supervisor on a regular basis. Coordinates/attends meetings with building officials as necessary. Reviews and assists in processing construction-related pay requests. Prepares and provides input on Change Order requests. Monitors receipt and responses of all Request for Information (RFI). Monitors project “close-out” process with consultant(s) and contractor(s) to include punch-list and walk-through (see USHUD guidelines). Reviews and comments on cost related information. Meets with potential contractors as necessary to review value engineering and other cost containment strategies. Reviews value engineering strategies with Architect/engineer and confirms these are implemented into the contract documents, including alternates. Perform wage rate interview of construction workers onsite and reviews Certified Payrolls for conformance with required Davis-Bacon Wages (USHUD requirement). Assists in reviewing/coordinating bid packages and handling procurement efforts as may be required. Becomes familiar with filing format and maintains hard-copy records of all reports, monitoring and submittals. Becomes familiar with USHUD, Section 3 and County requirements applicable to the project. Coordinates all work with Division Project Manager and Director.

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Knowledge, Abilities and Skills:

Thorough knowledge of the principles, practices and methods of design and construction. Thorough knowledge of structural design, air-conditioning, plumbing and electrical systems. Thorough knowledge of building materials, methods and construction systems. Thorough knowledge of building codes, laws, regulations and county design standards. Thorough knowledge of contracts, forms and procedures relative to building construction activities. Considerable knowledge of current construction costs. Ability to develop and analyze programs of space requirements for a variety of complex building types. Ability to understand complex architectural and engineering drawings and specifications related to complex building construction projects. Ability to review and suggest changes, additions and corrections in detailed plans and specifications of construction projects. Ability to interpret pertinent laws and regulations and enforce compliance with building designs and construction schedules. Ability to inspect projects under construction for conformance to contract documents. Ability to establish and maintain effective working relationships with consultants, contractors, supervisors and departmental officials. Ability to simultaneously manage several projects in various phases of development. Ability to analyze bids and make recommendations for award of contract. Ability to conduct meetings with consultants, contractors and representatives of user agencies. Ability to express ideas clearly and concisely, verbally and in writing. Work requires travel to meetings, site visits, and inspections. This requires the possession of a valid state drivers license. Work requires willingness to work a flexible schedule

Item No. 12: PROJECTS INSPECTOR 4

Minimum Qualifications:

This position is for an experienced construction professional including architect, engineer, contractor or other industry professional with ten or more years of construction supervision experience on projects of various sizes including large complex projects.

Illustrative Tasks:

Visits sites on a regular basis and prepares a construction report, documenting delays and onsite activities, quality of work, and personnel. Takes digital photographic record of site activities, problem areas, and corrective work. Reports on all issues that arise, which need intervention/involvement by Owner or others. Prepares summaries of on-site meetings (if applicable). Reviews and provides input on construction documents during design phase. Monitors construction activities. Monitors adherence to construction documents on-site, including quality of work. Monitors adherence to construction schedule/timelines. Maintains prioritized list of items requiring resolution to review with supervisor on a regular basis. Coordinates/attends meetings with building officials as necessary. Reviews and assists in processing construction-related pay requests. Prepares and provides input on Change Order requests. Monitors receipt and responses of all Request for Information (RFI). Monitors project "close-out" process with consultant(s) and contractor(s) to include punch-list and walk-through (see USHUD guidelines). Reviews and comments on cost related information. Meets with potential contractors as necessary to review value engineering and other cost containment strategies. Reviews value engineering strategies with Architect/engineer and confirms these are implemented into the contract documents, including alternates. Perform wage rate interview of construction workers onsite and reviews Certified

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Payrolls for conformance with required Davis-Bacon Wages (USHUD requirement). Assists in reviewing/coordinating bid packages and handling procurement efforts as may be required. Becomes familiar with filing format and maintains hard-copy records of all reports, monitoring and submittals. Becomes familiar with USHUD, Section 3 and County requirements applicable to the project. Coordinates all work with Division Project Manager and Director.

Knowledge, Abilities and Skills:

Thorough knowledge of the principles, practices and methods of design and construction. Thorough knowledge of structural design, air-conditioning, plumbing and electrical systems. Thorough knowledge of building materials, methods and construction systems. Thorough knowledge of building codes, laws, regulations and county design standards. Thorough knowledge of contracts, forms and procedures relative to building construction activities. Considerable knowledge of current construction costs. Ability to develop and analyze programs of space requirements for a variety of complex building types. Ability to understand complex architectural and engineering drawings and specifications related to complex building construction projects.

Ability to review and suggest changes, additions and corrections in detailed plans and specifications of construction projects. Ability to interpret pertinent laws and regulations and enforce compliance with building designs and construction schedules. Ability to inspect projects under construction for conformance to contract documents. Ability to establish and maintain effective working relationships with consultants, contractors, supervisors and departmental officials. Ability to simultaneously manage several projects in various phases of development. Ability to analyze bids and make recommendations for award of contract. Ability to conduct meetings with consultants, contractors and representatives of user agencies. Ability to express ideas clearly and concisely, verbally and in writing. Work requires travel to meetings, site visits, and inspections. This requires the possession of a valid state drivers license. Work requires willingness to work a flexible schedule.

Item No. 13: PROJECTS INSPECTOR 5

Minimum Qualifications:

This position is for an experienced construction professional including architect, engineer, contractor or other industry professional with fifteen or more years of construction supervision experience on projects of various sizes including large complex projects. This position may also require supervision of other construction-related staff.

Illustrative Tasks:

Visits sites on a regular basis and prepares a construction report, documenting delays and onsite activities, quality of work, and personnel. Takes digital photographic record of site activities, problem areas, and corrective work. Reports on all issues that arise, which need intervention/involvement by Owner or others. Prepares summaries of on-site meetings (if applicable). Reviews and provides input on construction documents during design phase. Monitors construction activities. Monitors adherence to construction documents on-site, including quality of work. Monitors adherence to construction schedule/timelines. Maintains prioritized list of items requiring resolution to review with supervisor on a regular basis. Coordinates/attends meetings with building officials as necessary. Reviews and assists in processing construction-related pay requests.

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Prepares and provides input on Change Order requests. Monitors receipt and responses of all Request for Information (RFI). Monitors project “close-out” process with consultant(s) and contractor(s) to include punch-list and walk-through (see USHUD guidelines). Reviews and comments on cost related information. Meets with potential contractors as necessary to review value engineering and other cost containment strategies. Reviews value engineering strategies with Architect/engineer and confirms these are implemented into the contract documents, including alternates. Perform wage rate interview of construction workers onsite and reviews Certified Payrolls for conformance with required Davis-Bacon Wages (USHUD requirement). Assists in reviewing/coordinating bid packages and handling procurement efforts as may be required. Becomes familiar with filing format and maintains hard-copy records of all reports, monitoring and submittals. Becomes familiar with USHUD, Section 3 and County requirements applicable to the project. Coordinates all work with Division Project Manager and Director.

Knowledge, Skills and Abilities:

Thorough knowledge of the principles, practices and methods of design and construction. Thorough knowledge of structural design, air-conditioning, plumbing and electrical systems. Thorough knowledge of building materials, methods and construction systems. Thorough knowledge of building codes, laws, regulations and county design standards. Thorough knowledge of contracts, forms and procedures relative to building construction activities. Considerable knowledge of current construction costs. Ability to develop and analyze programs of space requirements for a variety of complex building types. Ability to understand complex architectural and engineering drawings and specifications related to complex building construction projects. Ability to review and suggest changes, additions and corrections in detailed plans and specifications of construction projects. Ability to interpret pertinent laws and regulations and enforce compliance with building designs and construction schedules. Ability to inspect projects under construction for conformance to contract documents. Ability to establish and maintain effective working relationships with consultants, contractors, supervisors and departmental officials. Ability to simultaneously manage several projects in various phases of development. Ability to analyze bids and make recommendations for award of contract. Ability to conduct meetings with consultants, contractors and representatives of user agencies. Ability to express ideas clearly and concisely, verbally and in writing. Work requires travel to meetings, site visits, and inspections. This requires the possession of a valid state drivers license. Work requires willingness to work a flexible schedule.

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ATTACHMENT B

MIAMI-DADE COUNTY DRUG TEST PROTOCOL

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SCIENTIFIC AND TECHNICAL REQUIREMENTS

THE DRUGS

Miami-Dade County has established a policy regarding alcohol and drug abuse testing of existing employees and the final selectees in all County positions.

Potentially, drug testing could be accomplished to detect hundreds of substances classified in schedule I and II of the Controlled Substances Act. Legal use of any of these "drugs" requires a legal prescription or an exemption authorized by appropriate laws.

It is not practical to test for all of them, therefore, the following guidelines have been developed that are consistent with standards developed for use by Federal civilian and Department of Defense drug testing programs.

Miami-Dade County drug testing programs shall test for alcohol and drugs as indicated below:

Test 1: Police Officers, Correctional Officers, and applicants for those positions shall be tested for:

Alcohol
Amphetamines
Barbiturates
Benzodiazepines
Cocaine
Opiates
Marijuana
Methaqualone
Phencyclidine (PCP)

Test 2: Firefighters, Bus Operators, Rail Attendants and employees in other Safety Sensitive Positions (as determined by the Office of Labor Management and the Employee Relations Department) and applicants for those positions shall be tested for:

Alcohol
Barbiturates
Benzodiazepines
Cocaine
Opiates
Marijuana
Phencyclidine (PCP)

Test 3: All other applicants and employees shall be tested for:

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Alcohol
Cocaine
Marijuana

Test 4: Police Officers, Correctional Officers, Firefighters, and Lifeguards - During certain physical examinations as indicated below for these positions, a second urine sample shall be collected in order that the presence of anabolic steroids and their metabolites may be detected:

1. Pre-employment physicals, as determined by the examining physician in conjunction with the list of Indicators of Possible Anabolic Steroid Use.
2. Annual physicals, as determined by the examining physician in conjunction with the list of Indicators of Possible Anabolic Steroid Use.
3. Fitness for Duty physicals, if physical is requested due to a performance related problem and the physician concludes that the problem may be related to steroid use.
4. Reasonable Suspicion tests, at the requesting department's discretion.

The Indicators of Possible Anabolic Steroid Use to be used by examining physicians during the pre-employment and annual physical examinations listed above are as follows:

Physical Characteristics

Men

1. Skeletal muscle hypertrophy
2. Testicular atrophy
3. Gynecomastia
4. Acne

Women

1. Skeletal muscle hypertrophy
2. Virilism (clitoral hypertrophy, hirsutism)
3. Alopecia (balding)
4. Acne

Blood Chemistry Characteristics- for both men and women

1. Hyperglycemia
2. Increased Triglycerides
3. Decreased HDL to LDL cholesterol ratio, with increased total LDL and decreased total HDL cholesterol.

If any of the indicators in the profile is present, the examining physician may authorize the collection of an additional urine sample for testing for the presence of anabolic steroids and their metabolites.

TARGETED ANABOLIC STEROID PROFILE

The Miami-Dade County anabolic drug testing program shall test for the presence of the following

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anabolic steroids and their metabolites:

Boldenone
Methandienone (Dianabol)
Methyltestosterone
Nandrolone (19-Nortestosterone)
Stanozolol
Epitestosterone
Testosterone
Testosterone/Epitestosterone Ratio
Oxandrolone (Anavar)
Oxymetholone (Anadrol)
and related drugs of abuse as designated by the County and its contractors.

THE CONTRACT FACILITIES

Each Physical Exam Provider shall contract with a laboratory (or laboratories) which meet(s) all the requirements set forth in this document. The Provider shall submit to the County for approval, a statement from the laboratory as to:

1. Its ability to comply with each requirement in this Scientific and Administrative Protocol.
2. Whether such laboratory is currently licensed in accordance with the "Laboratory Facilities" section on page 33 and copies of any relevant licensing documents.
3. The names and qualifications of each laboratory staff member in accordance with the "Laboratory Personnel" section on page 33, including a resume for those employees likely to testify in accordance with the "Judicial Proceedings" section on page 38, and copies of any relevant documents setting forth such qualifications.
4. The use of a quality control program, including a copy of any such program or any laboratory procedures which include such a program.
5. The planned method of transportation of specimens from the collection site to the laboratory.
6. Any other information the laboratory determines to be relevant to the approval process.

SPECIMEN COLLECTION PROCEDURES

COLLECTION SITE

The collection site is defined as a place where individuals present themselves for the purpose of providing breath, blood, urine, or saliva specimens to be analyzed for alcohol and drugs of abuse. The site must possess all necessary personnel, materials, equipment, facilities, and supervision to provide for the collection, security, temporary storage, and transportation (shipping) of blood and urine specimens to a drug testing laboratory.

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The collection site facility shall be secure at all times. In cases where the facility cannot be dedicated solely for the purpose of alcohol and drug testing, it shall be secured as a collection site facility during drug testing operations. Chain of custody forms must be properly executed by authorized collection site personnel upon receipt of specimens. (See Attachment I, Chain of Custody (COC) form). The handling and transportation of all specimens from one authorized individual or place to another must always be accomplished through the use of chain of custody procedures. No unauthorized personnel shall be permitted in any part of the collection site where specimens are collected or stored.

SPECIMEN COLLECTION

Procedures for providing urine specimens must allow individual privacy while providing for reasonable precaution to ensure that a urine specimen has not been adulterated or diluted during the collection procedure and that all information on the urine bottle and in the log book can be identified as belonging to a given individual. To ensure that unadulterated specimens are obtained, the following procedures outline the minimum precautions that shall be taken during the collection of urine specimens:

NOTE: If urine specimens for both Tests 1, 2, or 3 and Test 4 are to be collected at the same time, all of the following steps should be performed. If a urine specimen for Test 4 is to be collected during a separate visit, then where steps are marked "a" and "b", only those steps marked "b" should be performed, and steps 3 and 15 should be eliminated.

1. Upon arrival of the individual at the collection site, the collection site agent shall request the individual to present some type of photo identification, i.e., County I.D., driver's license, or identification preferably with both photo and social security number. If the individual does not have proper identification, this shall be noted on the chain of custody form.
2. The collection site agent shall request the individual to remove all clothing and to put on a gown (paper or cloth) provided by the collection site agent. The individual shall leave all clothing and personal belongings in the examining room with the door closed. The collection site agent verifies that all clothing has been removed and notes any unusual behavior or appearance of individuals attempting to circumvent these procedures.
3. The collection site agent will administer the breath alcohol screening test by requesting the individual to blow into the approved screening device. The collection site agent will show the reading on the breath alcohol screening instrument to the individual prior to entering the result on the chain of custody form. The individual will verify that the proper reading is entered on the form. If the reading is .04% or above, blood will be drawn for a confirmation test.
4. The collection site agent will place identification labels on the appropriate specimen containers in the following manner:
 - 4a. The collection site agent will place identification labels on two specimen containers for Test 1 through 3 and, if urine alcohol test is needed, a third container must be labeled. The identification labels should contain the name and social security number of the

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individual. The individual shall verify that the information contained on all labels is correct.

NOTE: Special specimen containers which are sterile must be used for codes AO, PO and 45O defined in item 5 below.

- 4b. When indicated by the criteria for Test 4, the collection site agent will place an identification label on a container designated for testing for anabolic steroids. The label should contain the name and social security number of the individual. The individual shall verify that the information contained on the label is correct
5. The collection site agent will prepare the toxicology submission forms, copies of which will be kept in a notebook as a log. (Two forms are needed if specimens for both Test 1, 2, or 3 and Test 4 are collected at the same time.) Copies of both forms will be kept in a notebook as a log. Each form must contain the time, date, collection site, individual's name and social security number, specimen number, code from the list below indicating the purpose of the test, and any other information required by the County.

A = Annual for all employees except executives, police and correctional officers, firefighters and specified safety sensitive positions

P = Pre-employment except executives, police and correctional officers, firefighters and safety sensitive positions

AO = Annual for police officers and correctional officers

AF = Annual for firefighters

PF = Pre-employment for firefighters

RS = Reasonable Suspicion

RTA = Random Test per Agreement

FIT = Fitness for Duty

45 = 45 Day Rule (Drug and alcohol test only)

45O = 45 Day Rule for police officers and correctional officers (drug and alcohol test only)

45S = 45 Day Rule for safety sensitive positions (drug and alcohol test only)

EA = Executive Annual

EP = Executive Pre-employment

SA = Safety Sensitive Annual, including Bus Operators and Rail Attendants (but excluding Police and Correctional Officers and Firefighters)

SP = Safety Sensitive Pre-employment, including Bus Operators and Rail Attendants (but excluding Police and Correctional Officers and Firefighters)

PRO = Promotional Standard Physical

The individual shall verify that all information contained on the form is correct.

6. At the collection site, toilet bluing agents shall be placed in the toilet tank.
7. The individual shall be instructed to enter the restroom and, while leaving the door open, rinse and dry hands prior to urination. The individual shall be given a wrapped clear plastic container for the collection of all urine to be tested.
8. The individual shall then close the restroom door and the collection site agent shall remain outside the restroom. The individual shall only be permitted access to cold water from the faucet in the restroom. In the case of testing for reasonable suspicion, either the collection site agent or the County representative should accompany the

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- individual into the restroom and observe the flow of urine into the specimen container.
9. The individual may provide his/her specimen in the privacy of the restroom except as noted for reasonable suspicion cases. The collection site agent shall note any unusual behavior, delays, or lack of cooperation by the individual. The individual providing the specimen should not let the specimen container out of his sight until the container is properly sealed.
 10. Upon receiving the specimen(s) from the individual, the collection site agent will verify collection of approximately 60 milliliters of urine for Tests 1 through 3, at least 30 milliliters for Test 4 if required, plus additional required for routine urinalysis. In the event that an approved breath alcohol screening device is not available, alcohol testing will be done through the urine. If there is not sufficient urine in the container, additional urine should be collected. The individual may be given a reasonable amount of water (i.e. a glass). If an individual fails, for any reason, to provide the necessary specimen, or if the individual fails to appear at the collection site at the assigned time, collection site personnel shall contact the County's Employee Relations Department to obtain guidance on action to be taken. The individual shall not be authorized to leave the collection area until an adequate specimen is obtained, or permission is granted by the County Personnel Department or the County Department requesting testing.
 11. Immediately after collection, collection site personnel shall conduct, in the presence of the individual, a close inspection of the specimen in its container to determine the specimen's warmth, color, and signs of contaminants. Any unusual findings resulting from the inspection must be included on the chain of custody form. The temperature should be tested immediately by examining the urine specimen collected for routine urinalysis. The specimen should be collected in a container supplied with a built in "strip-type" thermometer. In no event should any object be placed inside the specimen container risking contamination of the specimen. If the temperature is more than + or - .4 degrees from 98.6 degrees Fahrenheit, this gives rise to reasonable suspicion of adulteration or substitution. Another specimen should be collected under direct observation and both specimens forwarded to the laboratory with the appropriate notes made by the collector.
 12. The specimen shall then be split by the collection site agent to accommodate the number of tests to be completed.
 - 12a. For Test 1, 2, and 3 the specimen shall be split by pouring into two containers for use in non-steroid drug testing, and a third for alcohol if required, which have been labeled in accordance with step 4a on page 9 of this protocol. The collection site agent shall request the individual to observe the transfer of the specimen to the two labeled containers. The individual shall observe the capping of all containers. The collection site agent will then enter on the submission form the time at which the specimen was collected.
 - 12b. For Test 4 the specimen shall be poured into the container for use in steroid testing, which has been labeled in accordance with step 4b on page 9 of this protocol. The collection site agent shall request the individual to observe the transfer of the specimen to the labeled container. The individual shall observe the capping of the container. The collection site agent will then enter on the submission form the time at which the specimen was collected.

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13. The individual shall sign the labels on all specimen bottles. Then the collection site agent will, in the individual's presence, seal all the containers with approved tamperproof security tape placed over the bottle caps and down the sides of the bottles, and, in the case of Test 4, sealed in bag and box. The individual must initial all tapes and the sealed boxes.
14. Both the collection site agent and the individual shall sign the toxicology submission form(s) where indicated. The collection site shall keep copies of all submission forms in numerical order in a notebook. Submission forms must contain all information contained on the identification label, as specified in steps 4a and 4b on page 9 of this protocol.
15. Blood alcohol screening: Such screening shall be done only for reasonable suspicion tests, or when a positive alcohol result is indicated on the alcosensor or other approved breath alcohol screening device, or when requested by the County. Two blood specimens shall be collected in grey top vacutainers for shipment to the laboratory for testing. Cleanse arm with a nonalcoholic swab, etc. Identification, labeling, toxicology submission form entries and signature requirements will be the same as for the urine specimens, except that blood will be collected into two containers and will not be poured off.
16. The individual shall be asked to read and sign a certification statement regarding his/her urine and/or blood specimens. This statement will include a medication history of currently used prescription and over the counter drugs taken by the individual in the past two (2) weeks. A copy of this statement will accompany the specimens to the laboratory, or will be transmitted via electronic means at the request of the testing laboratory.
17. The collection site agent must complete an appropriate chain of custody form.
NOTE: While performing any part of the chain of custody procedures, it is essential that the specimens and custody documents be under the control of the collection site agent. The collection site agent must not leave the site collection area until the specimens are properly secured.

Collection site personnel shall always have the container or specimen bottle within custody before and after the individual has turned over the sample to the agent. All containers shall be tightly capped, properly sealed, and labeled. A chain of custody form approved by Miami Dade County shall be utilized for maintaining control and accountability from point of collection to final disposition of specimens. With each transfer of possession, the chain of custody form shall be dated, signed by the individual releasing the specimen, signed by the individual accepting the specimen, and reflect the purpose for transferring possession noted. Every effort should be made to minimize the number of persons handling specimens. In no event shall the specimens be removed from the sight of the employee/applicant until the containers are capped and sealed in their presence and the labels are signed by the employee/applicant.

INSPECTIONS

The County shall reserve the right to inspect the collection site at any time. The contract with the

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Physical Exam Provider shall permit unannounced inspection.

TRANSPORTATION TO LABORATORY

After collection of the appropriate specimens, the collection site personnel shall arrange to ship the specimens to the drug testing laboratory in an expeditious manner, including the certification statement if necessary. A cold chain of control will be initiated to insure that specimens do not remain unrefrigerated for more than 96 hours from time of collection to the time that confirmation tests are completed in the drug testing laboratory. The specimens shall be placed in appropriate containers (specimen boxes or padded mailers) that are securely sealed to eliminate the possibility of tampering. Collection site personnel shall sign and date the tape sealing the container(s) and ensure that the chain of custody documentation is attached to each sealed container. Specimens must be delivered to the drug testing laboratory within 96 hours from time of collection using either the United States Postal Service, commercial air freight, air express, or may be hand carried by bonded courier, authorized laboratory staff or authorized collection site personnel. It is not necessary to send specimens by registered mail. Use of a bonded courier or authorized laboratory or collection site staff to a local laboratory is preferred. When an approved courier service picks up specimens from the collection site for delivery to the laboratory, the chain of custody forms must be signed by delivery personnel and laboratory receiving personnel. In the cases of reasonable suspicion and random testing, specimens for Tests 1 through 3 must be delivered to the drug testing laboratory within 4 hours from time of collection using a bonded courier designated by the collection site and approved by the County. In the case of reasonable suspicion and random testing where Test 4 is required, specimens must be picked up by a bonded courier no later than the following morning for delivery to the drug testing laboratory.

LABORATORY ANALYSIS PROCEDURES

DEFINITIONS

AUTHORIZED PERSONNEL: Individuals determined by the laboratory director to have a need for access to areas used for the receiving, testing, and storage of blood and urine specimens; further, this definition shall include laboratory supervisors with the authority to sign for and take control of blood/urine specimens through the use of the chain of custody format.

CHAIN OF CUSTODY: Refers to the methodology of tracking specified materials and/or substances for the purpose of maintaining control and accountability from initial collection to final disposition for all such materials and/or substances and must provide for accountability at each stage in handling, testing, storing specimens, and reporting test results.

INITIAL DRUG TEST - OTHER THAN ANABOLIC STEROIDS (URINE): A sensitive, rapid, and reliable immunoassay procedure to identify negative and presumptive positive specimens. Some specimens may be subjected to initial testing by methods other than immunoassays, where the latter are unavailable for the detection of specific drugs of special concern. These methods are thin layer, high pressure liquid, and/or gas chromatography. Alternate initial test methods and testing levels

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shall be submitted for approval to the County.

CONFIRMATORY DRUG TEST - OTHER THAN ANABOLIC STEROIDS (URINE): A second analytical procedure used to identify the presence of a specific drug or metabolite in a urine specimen. The confirmatory test must be different in scientific principle from that of the initial test procedure, although in the case of anabolic steroids the complexity of testing for the drugs requires that GC/MS be used for both the initial screen and the confirmatory test. This confirmatory method must be capable of providing requisite specificity, sensitivity, and quantitative accuracy. At this time gas chromatography/mass spectrometry (GC/MS) is the only recommended confirmation method of choice. All other methods of confirmatory tests must be approved by the County.

INITIAL DRUG TEST - ANABOLIC STEROIDS (URINE): At present the only methodology available for anabolic steroid analysis is gas chromatography/mass spectrometry (GC/MS). To assure reliability, two separate GC/MS analyses will be performed. The first, or initial screen, will distinguish negative specimens from those containing the anabolic steroids or their metabolites.

CONFIRMATORY DRUG TEST - ANABOLIC STEROIDS (URINE): The second, or confirmatory, GC/MS test for anabolic steroids must have a greater sensitivity than the initial screening test. Utilization of a higher sensitivity for the confirmation test is in keeping with Guidelines for Forensic Toxicology.

INTRALABORATORY CHAIN OF CUSTODY: Procedures used by the laboratory to maintain control and accountability from the receipt of specimens until testing is completed and results are reported.

INITIAL ALCOHOL TEST (BREATH): Use of an approved breath alcohol screening device to detect and quantify the presence of alcohol.

INITIAL ALCOHOL TEST (URINE): A chemical enzymatic or immunoassay test of urine to detect the presence of alcohol. To be used when an approved breath alcohol screening device is not available.

CONFIRMATION ALCOHOL TEST (BLOOD): Confirmation testing of blood specimens for blood alcohol shall be performed by gas chromatography or enzymatic methods of quantitative alcohol measurement approved by H.R.S.

RECEIVING/ACCESSION

Upon receipt of specimens, receiving personnel shall inspect packages for evidence of possible tampering and compare information on specimen containers with that on chain of custody forms. The laboratory shall note on the chain of custody form the time and date of the specimen's arrival to the lab. If any specimen becomes lost, misplaced or is improperly delivered, laboratory personnel shall notify the designated site collection agent immediately. If a package of specimens is received and the outer wrapping is found to be damaged, the laboratory shall note and describe this damage

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on the chain of custody form. Cold chain time and dates will be reviewed to ensure that not more than 96 hours of unrefrigerated storage/transport has elapsed from time of specimen collection. Out of limit conditions will be noted, and specimens refrigerated as appropriate.

Specimen containers and original chain of custody forms will normally be retained within the receiving area until all analyses have been completed. Chain of custody forms shall be used by laboratory personnel for conducting the initial and confirmatory tests.

SHORT-TERM REFRIGERATED STORAGE

Specimens that do not receive an initial testing on the day of arrival at the laboratory shall be placed in secure, temporary refrigeration units. Temperatures shall not exceed six (6) degrees centigrade. Emergency power equipment should be available in case of prolonged power failure.

SPECIMEN PROCESSING

Drug testing laboratories will normally process specimens by grouping them into batches. The number of specimens in each batch may vary significantly depending on the size of the laboratory and its workload. When conducting either initial or confirmatory testing, every batch shall contain an appropriate number of standards for calibrating the instrumentation and a minimum of 15 percent quality control specimens. Known and blind quality control samples should appear as ordinary samples to laboratory personnel.

INITIAL TEST - OTHER THAN ANABOLIC STEROIDS (URINE)

The initial testing shall use an immunoassay method which meets the requirements of the Food and Drug Administration for commercial distribution. Refer to pages 2 & 3 of this document for details on which drugs should be tested for various categories of employees and applicants. Initial testing for alcohol will be done by means of an approved breath alcohol screening device. If an approved breath alcohol screening device is not available, then urine alcohol testing will be used.

The following cutoff concentrations shall be applicable to determine whether specimens are negative or positive for the following drugs or classes of drugs utilizing the initial test procedure:

	Initial Test Level (ng/ml)
Total Cannabinoid metabolites	40
Total Cocaine metabolites	50
	Initial Test Level (ng/ml)
Opiates	1000
Phencyclidine	25
Barbiturates	300

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Benzodiazepines	300
Amphetamines	1000
Methaqualone	750

All individuals will also be tested for alcohol by use of an alcosensor or other approved breath alcohol screening device. A positive result is indicated by the presence of alcohol for reasonable suspicion tests or a quantity of .04% or above for all other tests.

In the event of a positive result, the Collection Site Personnel will draw blood for the drug testing laboratory in accordance with step 15 of the Specimen Collection Section of this document.

CONFIRMATORY TEST - OTHER THAN ANABOLIC STEROIDS (URINE)

All specimens identified as positive by the initial test shall be confirmed using gas chromatography/mass spectrometry (GC/MS) techniques. GC/MS confirmation procedures at the following cutoff concentration shall be used for the following drug:

	Confirmatory Test Level (ng/ml)
Marijuana metabolite*	20
Cocaine metabolite**	20
*Delta-9-tetrahydrocannabinol-9-carboxylic acid	
** <u>Benzoylcegonine</u>	

For all other drugs listed below the confirmatory test shall detect the confirmed presence of the substance. The laboratory must be prepared to provide evidence from its quality control program to prove its capability of detecting such substances.

Amphetamines
 Barbiturates
 Benzodiazepines
 Methaqualone
 Opiates
 Phencyclidine

These concentrations are subject to revision with changes in convention or technology. The laboratory must be able to document its performance at the cutoff level by the use of quality control, both open and blind.

Proper chain of custody controls shall always be enforced during confirmation testing. Authorized confirmation technicians shall sign the chain of custody form and be responsible for each urine

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specimen to be tested. The laboratory shall include sufficient safeguards to ensure that unauthorized personnel are prevented from gaining access to the confirmation laboratory.

INITIAL TEST FOR ANABOLIC STEROIDS (URINE)

The initial testing shall use the gas chromatography/mass spectrometry (GC/MS) techniques. Refer to page 5 of this document for the listing of drugs and their metabolites for which screening will be done. For steroids and metabolites included in the profile, the initial screen will test for the presence of each of the drugs at a sensitivity of 10 ng/ml. The presence of any of the substances at this level shall be taken as a positive result. A testosterone/epitestosterone ratio equal to or greater than 6 to 1 shall be considered a positive result.

CONFIRMATION TEST FOR ANABOLIC STEROIDS (URINE):

All specimens identified as positive by the initial test shall be confirmed using the gas chromatography/mass spectrometry (GC/MS) techniques. For steroids and their metabolites listed on page 5 of this document, confirmatory testing at a sensitivity testing level of 1 ng/ml shall be accomplished.

The laboratory must be able to document its performance at this level by the use of quality control, both open and blind.

Proper chain of custody controls shall always be enforced during confirmation testing. Authorized confirmation technicians shall sign the chain of custody form and be responsible for each urine specimen to be tested. The laboratory shall include sufficient safeguards to ensure that unauthorized personnel are prevented from gaining access to the confirmation laboratory.

CONFIRMATION TEST (BLOOD)

All blood alcohol results shall be reported as gram percent. The cutoff level to determine whether specimens are reported as positive or negative shall be .04% for all tests except reasonable suspicion. For reasonable suspicion, any amount of alcohol shall be reported as positive.

REPORTING RESULTS

Test results shall be reported to the appropriate authority within 3 working days of receipt of the specimens (or other amount of time to be negotiated) unless the Employee Relations Department is notified of problems mandating an extension to this time allotment. The report should contain the specimen number assigned by the collecting site, the testing laboratory reference number, and results of the tests. Quantitative values for positives on the test report are to be included only for cocaine, marijuana and blood alcohol, unless required otherwise. All urine specimens negative on the initial test or negative on the confirmatory test shall be reported as negative. Only specimens confirmed positive shall be reported positive for a specific drug. In the case of pre-employment testing, if the

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specimen is initially positive for more than one drug, only one drug must be confirmed positive (illegal drugs are first choice, then legal).

The following is the procedure for confirmation tests on legal drugs, excluding alcohol:

1. If positive initial test results of legal drugs, excluding alcohol, are consistent with any over-the-counter or prescription medication the employee or applicant has indicated on the DRUG/ALCOHOL USAGE ANALYSIS CONSENT AND RELEASE FORM, then that information should be specified on the toxicology report and no confirmation test GC/MS should be done without the specific authorization of the County.
2. If no over-the-counter or prescription medication is indicated on the Drug/Alcohol form and there is a positive initial test result indicating the presence of a legal drug other than alcohol, then:
 - a. The County Employee Relations Department should be notified of the positive results without any indication of a legal drug from the employee/applicant.
 - b. The County Employee Relations Department should contact the employee/applicant to determine if there was any information inadvertently omitted from the form and supply any new information to the laboratory.
 - c. The laboratory will then determine if the new medications indicated are consistent with the positive initial test results.
 - d. If information given by the employee/applicant is consistent with the positive initial test results, then that should be specified on the toxicology report and no confirmation test GC/MS should be done without the specific authorization of the County.
3. If the positive initial test results are not consistent with any medications listed by the employee/applicant after following step 2 above, then the GC/MS confirmation test should be performed and the result shall be reported as positive only if confirmed positive by the GC/MS confirmation test.
4. The County reserves the right to authorize a GC/MS confirmation test on any specimen with an initial positive test result notwithstanding any language to the contrary in this procedure.

Results may be transmitted by various electronic means, e.g., teleprinters, facsimile, and computers. Proper security and limited access must be established between the laboratory and user agency or individual. The laboratory or collection site shall not provide results by telephone unless in accordance with developed security procedures. A certified copy of the original chain of custody form for all confirmed positive specimens, signed by the laboratory director or laboratory certifying official, shall be sent to the submitting authority. Certified copies of all analytical results shall be available from the laboratory when requested by appropriate authority.

All records pertaining to a given specimen shall be retained by the drug testing laboratory for a minimum of 5 years.

LONG-TERM STORAGE

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Specimens confirmed positive shall be retained and placed in properly secured long-term frozen storage for at least 365 days. Within this 365 day period the submitting authority may request the laboratory to retain the specimen for an additional period of time, or arrange to have the specimen transferred to another site for longer term or permanent storage. This ensures that the urine specimen will be available for a possible retest during any administrative or disciplinary proceeding. If the laboratory does not receive a request to retain the specimen by the end of the initial 365 day period, the specimen may be discarded.

Long term storage facilities shall be equipped with secure locks. Emergency power equipment should be available in case of prolonged power failure. Access to the long term storage facility shall be limited to authorized personnel only.

PAYMENT OF POSTAGE AND FEES

All postage and fees related to information submitted to the County, including forms, reports, etc., shall be prepaid by the laboratory or physical exam contractor.

SUPPLIES AND MATERIALS

All bottles, forms, labels, sealing tape or bags and supplies must be furnished by the laboratory and the physical exam contractor.

RETESTING SPECIMENS

Should specimen reanalysis be required, the quantitation of blood alcohol, non-steroid or steroid drug or drug metabolites should be subject to the same testing level criteria that were used during the original analysis. Some analytes deteriorate or are lost during freezing and/or storage, and this information must be considered when a comparison of results is being attempted. When a retest is requested a third aliquot should be retained for referee analysis in the event of a discrepancy in the analytical findings.

SECURITY

Locks, doors, walls, storage facilities, testing laboratories, and buildings must be resistant to unauthorized entry, tampering, and compromise. Keyed locks must be "tamper-proof", and all cipher locks should be subject to periodic combination changes. All testing and storage areas shall have limited access. In properly established receiving, storage and testing facilities, the construction and physical security construction must be designed either to prevent or detect attempted, forced or surreptitious entry.

REPORTING REQUIREMENTS

The laboratory shall provide the County Employee Relations Department with a monthly statistical summary of blood and urinalysis testing.

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Initial testing:

- (a) Number of urine specimens received
- (b) Number of urine specimens screened positive for the following non-steroid drugs or metabolites:
 - Marijuana metabolites
 - Opiates (morphine/codeine)
 - Barbiturates
 - Cocaine metabolites
 - Phencyclidine
 - Benzodiazepines
 - Alcohol
 - Amphetamines
 - Methaqualone
- (c) Number of specimens screened positive for the following anabolic steroid drugs or metabolites:
 - Boldenone
 - Methandienone (Dianabol)
 - Methyltestosterone
 - Nandrolone (19-Nortestosterone)
 - Stanozolol
 - Epitestosterone
 - Testosterone
 - Testosterone/Epitestosterone Ratio
 - Oxandrolone (Anavar)
 - Oxymetholone (Anadrol)

Confirmation testing:

- (a) Number of urine specimens received
- (b) Number of urine specimens confirmed positive for drug tested for (report number of positives for each individual drug)
- (c) Number of blood specimens received
- (d) Number of blood specimens with detectable blood alcohol reported by range
 - Less than .04
 - More than .04 but less than .10
 - More than .10

SUBCONTRACTING

The drug testing laboratory shall perform all work with its own personnel and equipment, unless otherwise authorized by the County.

LABORATORY FACILITIES

Laboratories must be currently certified by the National Institute on Drug Abuse (NIDA) and licensed by the Florida Department of HRS in Clinical Chemistry if located in Florida or by the

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federal government under C.L.I.A. if located outside Florida and must comply with any applicable provisions of the Clinical Laboratory Improvement Act (CLIA) of 1967. Licensed laboratories must have the facility and capability, at the same laboratory, of performing confirmation tests for alcohol and for each drug and/or drug metabolite required by the County. Accredited laboratories must have the facility and capability, at the same laboratory, of performing confirmation tests for alcohol and for each drug and/or drug metabolite included in tests 1,2, and 3 and required by the user agencies of Miami Dade County.

LABORATORY PERSONNEL

The scientific director of the drug testing laboratory shall be qualified to assume professional, organizational, educational, and administrative responsibility for the laboratory. This director is an individual with documented scientific qualifications comparable to those of a person certified by the American Board of Forensic Toxicology or the American Board of Clinical Chemistry in Toxicological Chemistry. Acceptable qualifications include a Ph.D. in either pharmacology, toxicology or analytical chemistry followed by at least two years experience in analytical toxicology (the analysis of biological material for drugs of abuse) and appropriate training and/or forensic applications of analytical toxicology (court testimony, research and publications in analytical toxicology of drugs of abuse, etc.) The director is responsible for ensuring that there are sufficient personnel with adequate training and experience to supervise and conduct the work of the blood alcohol and urine drug testing laboratory.

A key individual in this laboratory is the certifying scientist; the one who reviews the standards, control specimens, and quality control data together with the screening and confirmation test results. After having assured that all results are acceptable, this individual certifies the test result. The certifying scientist may be the laboratory scientific director but in any event must have sound training in the sciences, specific training in the theory and practice of the procedures used, including the recognition of aberrant results, and familiarity with quality control procedures.

Supervisors of analysts must be currently licensed as supervisors in Clinical Chemistry and must possess the education and experience required for such licensure. These individuals also must have training in the theory and practice of the procedures used, and understanding of quality control concepts. Periodic verification of their skills must be documented. Other technicians must be licensed in clinical chemistry according to the category technologist or technician. Nontechnical staff must possess the necessary training and skills for the tasks assigned. In-service continuing education programs to meet the needs of all laboratory personnel are desirable. Personnel files must include: resume of training and experience, certification or license, if any, references, job descriptions, records of performance evaluation and advancement.

The County reserves the right to require background checks on laboratory personnel and to approve those personnel who will perform work related to the County's testing program.

QUALITY ASSURANCE AND QUALITY CONTROL

Laboratories performing blood alcohol or urine drug testing shall have a quality assurance program

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which encompasses all aspects of the testing process: specimen acquisition, chain of custody, security, and reporting results, in addition to the screening and confirmation of analytical procedures. Quality control procedures will be designed, implemented and reviewed to monitor the conduct of each step of the process.

Quality Control (QC) urine specimens containing no drug and specimens fortified with known standard shall be analyzed with each batch of specimens screened. Some of these will be blind to the analyst. In addition, some of these QC specimens will contain drug or metabolite at or near the threshold (cutoff) levels. Similar controls will be analyzed in parallel with confirmation test. Implementation of procedures must be documented to ensure that carry-over does not contaminate the testing of a subject's specimen. A minimum of 15 percent of all test samples must be QC or external proficiency specimens. Similar procedures for blood alcohol confirmation testing will be used with standard specimens and quality controls representing a minimum of 15% QC of all Blood Confirmation tested.

Participation in proficiency testing surveys, by which the laboratory performance is compared with peers and reference laboratories, is mandatory. Participation in the ADAMHA/National Institute on Drug Abuse (NIDA)-recognized proficiency testing program for drugs of abuse is required. Any unsatisfactory proficiency testing result must be investigated and corrective measure initiated. A report of the investigative findings, together with subsequent corrective actions, should be recorded, dated and signed by the responsible supervisor and laboratory director. Continued and/or uncorrected unsatisfactory performance on recognized proficiency test samples may be sufficient cause for loss of accreditation.

DOCUMENTATION

Documentation of all aspects of the testing process must be available. This documentation will be maintained for at least 5 years and will include: personnel files on analysts, supervisors, directors, and all individuals authorized to have access to specimens; chain of custody documents; quality assurance/quality control records; all test data; reports; performance records on proficiency testing; performance on accreditation inspections once available; and hard copies of computer-generated data.

REPORTS

All test results, including screening, confirmation, and quality control data must be reviewed by the certifying scientist or laboratory director before a test result is certified as accurate. For blood specimens, the detected concentration of blood alcohol shall be reported. For urine specimens, the report shall provide the drug/metabolites which tested confirmed positive, and in the cases of marijuana and cocaine, the quantitative values of the positive results.

INSPECTIONS

Miami-Dade County shall reserve the right to inspect the laboratory and review the personnel

SECTION 3
TECHNICAL SPECIFICATION

records of the laboratory at any time. Contracts with laboratories, as well as for collection site services, shall permit unannounced inspections.

PRE AWARD INSPECTION

The County reserves the right to conduct pre and post award inspections and/or to require other evidence of technical, managerial, financial, and similar abilities to perform the work described in these specifications. These inspections may include testing quality control samples, a survey of the laboratory buildings, facilities, security, critical personnel, and the overall capacity to conform to all of these guidelines.

DRUG PROGRAM OFFICER

The drug program officer is responsible for the monitoring of the laboratory's work. The responsibilities include but are not limited to: inspection of laboratory work to ensure compliance with these guidelines, documentation through written inspection reports of all results of the inspections conducted, follow up to assure that all defects or omissions are rectified, and conferences with representatives of the laboratory regarding any problems in the performance of the work. The County may combine the duties of the drug program officer with those of the contract or administrative officer having overall responsibility for the County drug testing program.

JUDICIAL PROCEEDINGS

The laboratory must have qualified personnel available to testify in any judicial, administrative or disciplinary proceeding against any employee that is based on a blood alcohol report or a positive urinalysis result reported by its laboratory. The laboratory must submit to the County a complete resume of employees whom the laboratory believes are most likely to be called to testify. Qualified laboratory personnel must also be available to meet with County representatives to discuss testimony related to any of the above proceedings.

FACILITIES

The laboratory must be made available for inspection by County Officials at any time during normal working hours.

REPORTING AND REVIEW OF RESULTS

An essential part of the alcohol and drug testing program is the final review of results. A positive test result does not automatically identify an employee/applicant as an alcohol abuser or an illegal drug user.

URINE SPECIMENS

In all cases where there is a positive, confirmed drug test, and there is a medication history provided

SECTION 3
TECHNICAL SPECIFICATION

to the laboratory for that specimen in which the drug detected is the same as the drug reported on the medication history, the report will be forwarded to the medical review officer (MRO) of the submitting authority. The MRO may be within the Miami-Dade County workforce, or contracted with to provide this service. The MRO will be a licensed physician with knowledge of substance abuse disorders. The role of the MRO will be to review positive findings received from the laboratory when there is the possibility that there may be a legitimate medical basis for the positive laboratory test. The MRO will take whatever actions are necessary e.g. contact with the individual that provided the specimen, examination of prescription containers, contact with the prescribing physician, or other actions deemed professionally necessary. The MRO will then make a decision regarding the medical interpretation of the positive laboratory finding. The findings shall include one of the following: 1) medically substantiated (MS) and reported as such to the submitting authority. 2) not medically substantiated (NMS) reporting the test as a positive laboratory result with a notation of medical review to the submitting authority. 3) request reanalysis of the specimen in the Laboratory, together with discussion regarding the case between experts in the laboratory and elsewhere. A final determination shall be made at the end of this process as to medically substantiated or not medically substantiated.

PROTECTION OF EMPLOYEE AND JOB APPLICANT RECORDS

Any laboratory contract shall provide that the contractor's records are to be kept confidential to the extent permissible under Florida's Public Records Act, Florida Statute Chapter 119. Miami-Dade County shall establish a system of maintaining records to cover both the County's and the contractor's records of applicant and employee urinalysis and blood alcohol results. The contract and the record maintenance system must have specific provisions that require that employee records are maintained and used with the highest regard for employee privacy consistent with Florida's Public Records Act and the purpose of achieving and maintaining an alcohol abuse and drug-free workplace.

EVALUATION FACTORS FOR APPROVAL

EVALUATION CRITERIA - COLLECTION SITE

The County must consider the following elements when evaluating collection sites (Physical Exam Providers):

- (1) **OPERATING PLANS** - to be evaluated on the basis of work as demonstrated by internal control and execution of assigned work, including compliance with all Specimen Collection Procedures, Collection Control and Transportation to the Laboratory.
- (2) **LABORATORY** - to be evaluated on the basis of the contract between the Physical Exam Provider and a Laboratory which meets all the requirements of this Scientific and Administrative Protocol document and which is approved as such by the County.
- (3) **KEY PERSONNEL** - to be evaluated on the appropriateness of positions and qualifications and skills designated for those employees acting as collection site agents

SECTION 3
TECHNICAL SPECIFICATION

- and performing the duties described in this document.
- (4) **QUALITY ASSURANCE AND CONTROL PROGRAM** - to be evaluated on the basis of proposed methods and techniques for the detection and correction of deficiencies with regard to Specimen Collection Procedures, Collection Control and Transportation to the Laboratory.
 - (5) **FACILITIES** - to be evaluated on the basis of proper facilities for collection, temporary storage, and transportation of specimens.

EVALUATION CRITERIA – LABORATORY

The County must consider the following elements when evaluating laboratories:

- (1) **OPERATING PLANS** - to be evaluated on the basis of work, as demonstrated by internal control and execution of assigned work, including proper receiving, storage, internal chain of custody, testing, supervision, security, and plans for reporting test results to the County as required.
- (2) **COMPANY EXPERIENCE** - to be evaluated on the basis of total years of relevant laboratory experience in providing similar services as verified through references of past and present performance.
- (3) **TEST METHODS** - to be evaluated on the basis of the scientific acceptability of the actual methods to be employed, the proper inclusion of standards, and evaluation of previous test records.
- (4) **KEY PERSONNEL** - to be evaluated on the basis of the appropriateness of positions and skills designated by the laboratory, the qualifications proposed, the certifications obtained, and the submission of specific nominations for key personnel.
- (5) **QUALITY ASSURANCE AND CONTROL PROGRAM** - to be evaluated on the basis of the proposed methods and techniques for the detection and correction of deficiencies with regard to receiving, chain of custody, preliminary/confirmation testing and storage.
- (6) **FACILITIES** - to be evaluated on the basis of laboratory facilities and equipment for receiving, testing, security, and storage of blood and urine specimens.

SECTION 4
BID SUBMITTAL FORM

Submit Bid To:
CLERK OF THE BOARD
Stephen P. Clark Center
111 NW 1st Street
17th Floor, Suite 202
Miami, Florida 33128-1983

OPENING: 2:00 P.M.

1
, 2010



PLEASE QUOTE PRICES F.O.B. DESTINATION, FREIGHT ALLOWED, LESS TAXES,
 DELIVERED IN MIAMI-DADE COUNTY, FLORIDA

NOTE: Miami-Dade County is exempt from all taxes (Federal, State, Local). Bid price should be less all taxes. Tax Exemption Certificate furnished upon request.

Issued
 by: MEH

DPM

Date Issued:

This Bid Submittal Consists of
 Pages 169 through 176

Sealed bids subject to the Terms and Conditions of this Invitation to Bid and the accompanying Bid Submittal. Such other contract provisions, specifications, drawings or other data as are attached or incorporated by reference in the Bid Submittal, will be received at the office of the Clerk of the Board at the address shown above until the above stated time and date, and at that time, publicly opened for furnishing the supplies or services described in the accompanying Bid Submittal Requirement.

Temporary Employment Agency Services

A Bid Deposit in the amount of N/A of the total amount of the bid shall accompany all bids

A Performance Bond in the amount of N/A of the total amount of the bid will be required upon execution of the contract by the successful bidder and Miami-Dade County

DO NOT WRITE IN THIS SPACE	
ACCEPTED _____	HIGHER THAN LOW _____
NON-RESPONSIVE _____	NON-RESPONSIBLE _____
DATE B.C.C. _____	NO BID _____
ITEM NOS. ACCEPTED _____	
COMMODITY CODE: 961-30; 964; 964-03; 964-04; 964-19; 964-26; 964-30; 964-35; 964-50; 964-55; 964-57; 964-59; 964-65; 964-78; 964-78; 964-87	
*****	*****

FIRM NAME: _____

RETURN ONE ORIGINAL AND TWO COPIES OF BID SUBMITTAL PAGES AND AFFIDAVITS. THE BIDDER MAY, AT BIDDER'S OPTION, ALSO PROVIDE THE EXCEL FILE CONTAINING THE INFORMATION ON THE VENDOR PRICING DOCUMENT ON CD or DISKETTE. THE FILE TO BE PROVIDED IS TO BE DOWNLOADED AT <http://services.miamidade.gov/DPM/SolicitationList.aspx>

FAILURE TO COMPLETE THE CERTIFICATION REGARDING LOCAL PREFERENCE ON PAGE 176 OF SECTION 4, BID SUBMITTAL FORM SHALL RENDER THE VENDOR INELIGIBLE FOR LOCAL PREFERENCE

FAILURE TO SIGN PAGE 176 OF SECTION 4, BID SUBMITTAL FORM, WILL RENDER YOUR BID NON-RESPONSIVE

**BID SUBMITTAL FOR:
TEMPORARY EMPLOYMENT AGENCY SERVICES**

FIRM NAME: _____

NOTE: Bidders must provide all Required Submittals to be considered responsive. Applicable to all Bid Groups.

RE:	REQUIRED SUBMITTALS:	Initial As Completed:
Para. 2.6.2(A)	Supporting documentation for (3) years of temporary employment staffing service experience in accordance with the solicitation (Attach to Bid Proposal)	_____
Para. 2.6.2(B)	Three (3) Client References in accordance with the solicitation (Attach to Bid Proposal)	_____

DRAFT

BID SUBMITTAL FOR:
TEMPORARY EMPLOYMENT AGENCY SERVICES

FIRM NAME: _____

NOTE: Bidders must provide a price for ALL line items within any given group to be considered responsive for that group.

* Hourly Billing Rate equals Billing Rate per hour for each employee

** Extended Billing Rate equals Estimated Annual Hours multiplied by Hourly Billing Rate.

GROUP A - Various County Departments - Items being procured per current solicitation - SBE Set-aside and Living Wages apply					
Item no.	Description	Est Number of Employees	Est Annual Hours	Hourly Billing Rate*	Extended Billing Rate**
1	Account Clerk	4	3,290		
2	Administrative Officer 1	5	8,472		
3	Administrative Officer 2	3	6,240		
4	Administrative Secretary	2	3,640		
5	Buyer	1	2,080		
6	Clerk 1	3	4,000		
7	Clerk 2	4	6,326		
8	Clerk 3	67	143,795		
9	Clerk 4	56	77,367		
10	Cook 1	3	2,440		
11	Custodial Worker 1	19	42,680		
12	Custodial Worker 2	2	4,680		
13	Data Entry Specialist 1	59	40,520		
14	Data Entry Specialist 2	2	1,920		
15	Driver Attendant	1	2,080		
16	Executive Secretary	4	6,400		
17	Food Service Worker 1	2	4,160		
18	Inventory Clerk	9	16,880		
19	Maintenance Repairer	4	8,320		
20	Maintenance Repairer (Automotive)	4	7,080		
21	Office Support Specialist 1	5	10,400		
22	Office Support Specialist 2	25	51,680		
23	Office Support Specialist 3	9	15,260		
24	Secretary	3	4,826		
25	Semi-skilled Laborer	5	10,400		
TOTAL - GROUP A (Items No. 1 through 25) :					

BID SUBMITTAL FOR:
TEMPORARY EMPLOYMENT AGENCY SERVICES

FIRM NAME: _____

NOTE: Bidders must provide a price for ALL line items within any given group to be considered responsive for that group.

* Hourly Billing Rate equals Billing Rate per hour for each employee

** Extended Billing Rate equals Estimated Annual Hours multiplied by Hourly Billing Rate.

GROUP B - Miami Dade Public Housing Agency - Items being procured per current solicitation - Section 3 Preference and Living Wages apply

Item no.	Description	Est Number of Employees	Est Annual Hours	Hourly Billing Rate*	Extended Billing Rate**
1	Administrative Secretary	2	4,100		
2	Clerk 3	15	31,200		
3	Data Entry Specialist 1	10	20,800		
4	Office Support Specialist 1	20	41,600		
5	Telephone Console Operator 1	1	2,050		
TOTAL - GROUP B (Items No. 1 through 5) :					

GROUP C - Various County Departments - Items being procured per current solicitation - SBE Bid Preference applies

Item no.	Description	Est Number of Employees	Est Annual Hours	Hourly Billing Rate*	Extended Billing Rate**
1	Accountant 1	3	4,400		
2	Accountant 2	6	21,840		
3	Accountant 3	2	3,580		
4	Auto Equipment Operator 2	1	2,080		
5	Auto Equipment Operator 3	1	2,080		
6	Carpenter	4	320		
7	Chemist 1	2	4,160		
8	Child Care Program Specialist	4	320		
9	Child Care Training Specialist	14	29,120		
10	Community Resource Specialist	1	2,080		
11	Construction Field Rep	4	8,320		
12	Contracts Officer	1	2,080		
13	Eligibility Interviewer	2	4,160		
14	Engineer 1	1	2,080		
15	Engineer 2	1	2,080		

BID SUBMITTAL FOR:
TEMPORARY EMPLOYMENT AGENCY SERVICES

FIRM NAME: _____

NOTE: Bidders must provide a price for ALL line items within any given group to be considered responsive for that group.

* Hourly Billing Rate equals Billing Rate per hour for each employee

** Extended Billing Rate equals Estimated Annual Hours multiplied by Hourly Billing Rate.

GROUP C (Cont'd)- Various County Departments - Items being procured per current solicitation - SBE Bid Preference applies					
Item no.	Description	Est Number of Employees	Est Annual Hours	Hourly Billing Rate*	Extended Billing Rate**
16	Engineer Drafter 2	1	1,040		
17	Graphic Designer	2	4,248		
18	Horticultural Assistant	1	2,240		
19	Junior Web Designer	1	2,080		
20	Junior Web Publisher	2	4,160		
21	Maintenance Supervisor	1	2,080		
22	MDT Operation/Maintenance Instructor (Rail Transport)	1	2,080		
23	Micrographic Tech 2	1	2,080		
24	Mini Computer Programmer/Analyst 1	1	240		
25	Micro Computer Specialist	1	2,080		
26	Nutritionist/Dietitian	1	2,080		
27	Paralegal Specialist 1	2	2,080		
28	Plant Electrician	7	14,560		
29	Professional Engineer 1	1	2,080		
30	Projects Inspector 1	1	2,080		
31	Recreation Leader	1	2,080		
32	Special Projects Administrator 1	5	10,400		
33	Special Projects Administrator 2	4	6,320		
34	Teacher	1	2,080		
35	Teacher Assistant 1	29	60,320		
36	Transit Field Technician	7	50,960		
37	Translator 2	1	2,080		
38	Veterinarian Surgery Technician	2	3,600		
39	Web Designer	1	2,080		
40	Web Publisher	1	1,924		
TOTAL - GROUP C (Items No. 1 through 40):					

BID SUBMITTAL FOR:
TEMPORARY EMPLOYMENT AGENCY SERVICES

FIRM NAME: _____

NOTE: Bidders must provide a price for ALL line items within any given group to be considered responsive for that group.

* Hourly Billing Rate equals Billing Rate per hour for each employee

** Extended Billing Rate equals Estimated Annual Hours multiplied by Hourly Billing Rate.

GROUP D - Miami-Dade Public Housing Agency - Items being procured per current solicitation - Section 3 Preference applies					
Item no.	Description	Est Number of Employees	Est Annual Hours	Hourly Billing Rate*	Extended Billing Rate**
1	Architect 1	1	2,080		
2	Architect 2	1	2,080		
3	Architect 3	1	2,080		
4	Architect 4	1	2,080		
5	Construction Manager 3	3	6,240		
6	Construction Manager 4	1	2,080		
7	Professional Engineer 1	3	6,240		
8	Professional Engineer 2	1	2,080		
9	Professional Engineer 3	1	2,080		
10	Professional Engineer 4	1	2,080		
11	Project Inspector 3	3	6,240		
12	Project Inspector 4	1	2,080		
13	Project Inspector 5	1	2,080		
TOTAL - GROUP D (Items No. 1 through 13) :					

GROUP E - Various County Departments - Items being procured per current solicitation - SBE Bid Preference and Living Wages apply as applicable	
Award of this group will be made to all responsive, responsible bidders who meet the qualifications set forth in Section 2, Para. 2.6.3 and 2.6.4	Initial Here if Bidding on Group E

SECTION 4
BID SUBMITTAL FOR:

Temporary Employment Agency Services

ACKNOWLEDGEMENT OF ADDENDA

INSTRUCTIONS: COMPLETE PART I OR PART II, WHICHEVER APPLIES

PART I:

LIST BELOW ARE THE DATES OF ISSUE FOR EACH ADDENDUM RECEIVED IN CONNECTION WITH THIS BID

Addendum #1, Dated _____

Addendum #2, Dated _____

Addendum #3, Dated _____

Addendum #4, Dated _____

Addendum #5, Dated _____

Addendum #6, Dated _____

Addendum #7, Dated _____

Addendum #8, Dated _____

PART II:

☐ NO ADDENDUM WAS RECEIVED IN CONNECTION WITH THIS BID

FIRM NAME: _____

AUTHORIZED SIGNATURE: _____ DATE: _____

TITLE OF OFFICER: _____



BID SUBMITTAL FORM

Bid Title: TEMPORARY EMPLOYMENT AGENCY SERVICES

By signing this Bid Submittal Form the Bidder certifies that it satisfies all legal requirements (as an entity) to do business with the County, including all Conflict of Interest and Code of Ethics provisions in Section 2-11 of the Miami-Dade County Code. Any County employee or member of his or her immediate family seeking to contract with the County shall seek a conflict of interest opinion from the Miami-Dade County Ethics Commission prior to submittal of a Bid response or application of any type to contract with the County by the employee or his or her immediate family and file a copy of that request for opinion and any opinion or waiver from the Board of County Commissioners with the Clerk of the Board. The affected employee shall file with the Clerk of the Board a statement in a form satisfactory to the Clerk disclosing the employee's interest or the interest of his or her immediate family in the proposed contract and the nature of the intended contract at the same time as or before submitting a Bid, response, or application of any type to contract with the County. Also a copy of the request for a conflict of interest opinion from the Ethics Commission and any corresponding opinion, or any waiver issued by the Board of County Commissioners, must be submitted with the response to the solicitation.

In accordance with Sec. 2-11.1(s) of the County Code as amended, prior to conducting any lobbying **regarding this solicitation, the Bidder must file the appropriate form with the Clerk of the Board stating that a particular lobbyist is authorized to represent the Bidder.** Failure to file the appropriate form in relation to each solicitation may be considered as evidence that the Bidder is not a responsible contractor.

The Bidder confirms that this Bid is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a Bid for the same goods and/or services and in all respects is without collusion, and that the Bidder will accept any resultant award. Further, the undersigned acknowledges that award of a contract is contingent upon vendor registration. Failure to register as a vendor within the specified time may result in your firm not being considered for award.

Pursuant to Miami-Dade County Ordinance 94-34, any individual, corporation, partnership, joint venture or other legal entity having an officer, director, or executive who has been convicted of a felony during the past ten (10) years shall disclose this information prior to entering into a contract with or receiving funding from the County.

☐ Place a check mark here only if bidder has such conviction to disclose to comply with this requirement.

LOCAL PREFERENCE CERTIFICATION: For the purpose of this certification, a “local business” is a business located within the limits of Miami-Dade County (or Broward County in accordance with the Interlocal Agreement between the two counties) that conforms with the provisions of Section 1.10 of the General Terms and Conditions of this solicitation and contributes to the economic development of the community in a verifiable and measurable way. This may include, but not be limited to, the retention and expansion of employment opportunities and the support and increase to the County’s tax base.

☐ Place a check mark here only if affirming bidder meets requirements for Local Preference. **Failure to complete this certification at this time (by checking the box above) shall render the vendor ineligible for Local Preference.**

LOCAL CERTIFIED SERVICE-DISABLED VETERAN BUSINESS ENTERPRISE CERTIFICATION: A Local Certified Service-Disabled Veteran Business Enterprise is a firm that is (a) a local business pursuant to Section 2-8.5 of the Code of Miami-Dade County and (b) prior to bid submission is certified by the State of Florida Department of Management Services as a service-disabled veteran business enterprise pursuant to Section 295.187 of the Florida Statutes.

☐ Place a check mark here only if affirming bidder is a Local Certified Service-Disabled Veteran Business Enterprise. A copy of the certification must be submitted with this proposal.

COUNTY USER ACCESS PROGRAM (UAP): Joint purchase and entity revenue sharing program

For the County's information, the bidder is requested to indicate, at 'A' and 'B' below, its general interest in participating in the Joint Purchase Program of the County User Access Program (UAP) described in Section 2.21 of this contract solicitation, if that section is present in this solicitation document. Vendor participation in the Joint Purchase portion of the UAP is voluntary, and the bidder's expression of general interest at 'A' and 'B' below is for the County's information only and **shall not be binding** on the bidder.

- A. If awarded this County contract, would you be interest in participating in the Joint Purchase portion of the UAP with respect to other governmental, quasi-governmental or not-for-profit entities located within the geographical boundaries of Miami-Dade County?
Yes _____ No _____
- B. If awarded this County contract, would you be interested in participating in the Joint Purchase portion of the UAP with respect to other governmental, quasi-governmental or not-for-profit entities located outside the geographical boundaries of Miami-Dade County?
Yes _____ No _____

Firm Name:

Street Address:

Mailing Address (if different):

Telephone No. _____

Fax No. _____

Email Address: _____

FEIN No. ____ / ____ - ____ / ____ / ____ / ____ / ____

Prompt Payment Terms: _____% _____ days net _____ days
(Please see paragraph 1.2 H of General Terms and Conditions)

****“By signing this document the bidder agrees to all Terms and Conditions of this Solicitation and the resulting Contract”***

Signature: _____ **(Signature of authorized agent)**

Print Name: _____

Title: _____

THE EXECUTION OF THIS FORM CONSTITUTES THE UNEQUIVOCAL OFFER OF PROPOSER TO BE BOUND BY THE TERMS OF ITS PROPOSAL. FAILURE TO SIGN THIS SOLICITATION WHERE INDICATED ABOVE BY AN AUTHORIZED REPRESENTATIVE SHALL RENDER THE PROPOSAL NON-RESPONSIVE. THE COUNTY MAY, HOWEVER, IN ITS SOLE DISCRETION, ACCEPT ANY PROPOSAL THAT INCLUDES AN EXECUTED DOCUMENT WHICH UNEQUIVOCALLY BINDS THE PROPOSER TO THE TERMS OF ITS OFFER.



APPENDIX

AFFIDAVITS FORMAL BIDS



Miami-Dade County
Department of Procurement Management
Affirmation of Vendor Affidavits

In accordance with Ordinance 07-143 amending Section 2-8.1 of the Code of Miami-Dade County, effective June 1, 2008, vendors are required to complete a new Vendor Registration Package, including a Uniform Affidavit Packet (Vendor Affidavits Form), before being awarded a new contract. The undersigned affirms that the Vendor Affidavits Form submitted with the Vendor Registration Package is current, complete and accurate for each affidavit listed below.

Contract No. : _____ **Federal Employer Identification Number (FEIN):** _____

Contract Title: _____

Affidavits and Legislation/ Governing Body

1. Miami-Dade County Ownership Disclosure Sec. 2-8.1 of the County Code	6. Miami-Dade County Vendor Obligation to County Section 2-8.1 of the County Code
2. Miami-Dade County Employment Disclosure County Ordinance No. 90-133, amending Section 2-8.1(d)(2) of the County Code	7. Miami-Dade County Code of Business Ethics Article 1, Section 2-8.1(j) and 2-11(b)(1) of the County Code through (6) and (9) of the County Code and County Ordinance No 00-1 amending Section 2-11.1(c) of the County Code
3. Miami-Dade County Employment Drug-free Workplace Certification Section 2-8.1.2(b) of the County Code	8. Miami-Dade County Family Leave Article V of Chapter 11 of the County Code
4. Miami-Dade County Disability Non-Discrimination Article 1, Section 2-8.1.5 Resolution R182-00 amending R-385-95	9. Miami-Dade County Living Wage Section 2-8.9 of the County Code
5. Miami-Dade County Debarment Disclosure Section 10.38 of the County Code	10. Miami-Dade County Domestic Leave and Reporting Article 8, Section 11A-60 11A-67 of the County Code

_____	_____	_____
Printed Name of Affiant	Printed Title of Affiant	Signature of Affiant

Name of Firm		Date

Address of Firm	State	Zip Code

Notary Public Information

Notary Public – State of _____ County of _____

Subscribed and sworn to (or affirmed) before me this _____ day of, _____ 20 _____

by _____ He or she is personally known to me ☐ or has produced identification ☐

Type of identification produced _____

_____	_____
Signature of Notary Public	Serial Number

Print or Stamp of Notary Public	Notary Public Seal

FAIR SUBCONTRACTING PRACTICES

(Ordinance 97-35)

In compliance with Miami-Dade County Ordinance 97-35, the Bidder shall submit with the bid proposal a detailed statement of its policies and procedures (use separate sheet if necessary) for awarding subcontractors in accordance with Section 1, Paragraph 1.15

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

☐ NO SUBCONTRACTORS WILL BE UTILIZED FOR THIS CONTRACT

Signature

Date _____

SUBCONTRACTOR/SUPPLIER LISTING
(Ordinance 97-104)

Firm Name of Prime Contractor/Respondent: _____

Bid No.: _____ **Title:** _____

This form, or a comparable listing meeting the requirements of Ordinance No. 97-104 **MUST** be completed, signed and submitted by all bidders and respondents on County contracts for purchases of supplies, materials or services, including professional services which involve expenditures of \$100,000 or more, and all bidders and respondents on County or Public Health Trust construction contracts which involve expenditures of \$100,000 or more. A bidder or respondent who is awarded the contract shall not change or substitute first tier subcontractors or direct suppliers or the portions of the contract work to be performed or materials to be supplied from those identified, except upon written approval of the County.

This form, or a comparable listing meeting the requirements of Ordinance No. 97-104, **MUST** be completed, signed and submitted even though the bidder or proposer will not utilize subcontractors or suppliers on the contract. The bidder or proposer should enter the word "NONE" under the appropriate heading of sub form 100 in those instances where no subcontractors or suppliers will be used on the contract.

Business Name and Address of First Tier Subcontractor/Subconsultant	Principal Owner	Scope of Work to be Performed by Subcontractor/Subconsultant	(Principal Owner)	
			Gender	Race
Business Name and Address of Direct Supplier	Principal Owner	Supplies/Materials/Services to be Provided by Supplier	(Principal Owner)	
			Gender	Race

I certify that the representations contained in this Subcontractor/Supplier Listing are to the best of my knowledge true and accurate

Prime Contractor/Respondent's Signature

Print Name
(Duplicate if additional space is needed)

Print Title

Date

FORM 100

MINIMUM CERTIFIED CONTENT						
Bid Item Number	RECYCLED PRODUCTS		RECOVERED MATERIALS		RECYCLABLE PRODUCTS	
	% Composition	Type of Material	% Composition	Type of Material	% Composition	Type of Material
DEFINITIONS						

“Recycled Material” shall be defined as any waste material or by-products that have been recovered or diverted from solid waste.

“Recycled Product” shall be defined as any product which is in whole or in part composed of recovered materials.

“Recyclable Product” shall be defined as the ability of a product and its packaging to be reused, reconditioned for use, or recycled through existing recycling collection programs.

“Waste Reducing Product” shall be defined as any product which will result in less waste generated due to its use rather than another product designed to serve the same function with a greater waste generation rate. This shall include, but not limited to those products that can be reused, refilled or have a longer life expectancy and contain a lesser amount of toxic constituents.

I have the knowledge to certify and do so by certify that the Minimum Materials Content in our product(s) are as specified on this form and conform with the definitions as shown above.

NAME		
ADDRESS		
CITY	STATE	ZIP
SIGNATURE	TITLE	



SMALL BUSINESS ENTERPRISE PROGRAM (SBE) **(Ordinance 05-29 and Administrative Order 3-41)**

PARTICIPATION PROVISIONS

Applies to set-asides and/or subcontractor goals

Acknowledgement of an Agreement form*

See Appendix for further details.

DEPARTMENT OF BUSINESS DEVELOPMENT DEPARTMENT OF SMALL BUSINESS DEVELOPMENT
111 NW 1st STREET 1st STREET, 19th FLOOR
MIAMI, FLORIDA 33128
PHONE: (305) 375-3111 FAX: (305) 375-3160

Revised October 4/10/2003/ 27/0087

October 2005

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A. DEFINITIONS

The definitions in this section apply only to these Participation Provisions, hereafter referred to as "Provisions".

1. *Agreement* means a duly executed legally binding contract.
2. *Available* or *availability* means to have prior to bid submission, the ability to provide goods or services under a contract, by having:
 - a. Reasonably estimated, uncommitted capacity;
 - b. All necessary licenses, permits, registrations and certifications, including Small Business Enterprise (SBE) or Micro Enterprise certification to provide the type of goods or services being purchased under the contract;
 - c. The ability to obtain financing/insurance that is reasonably required and consistent with normal industry practice; and
 - d. The ability to otherwise meet bid specifications.
3. *Bid* means a quotation proposal, letter of interest or offer by any bidder in response to any kind of invitation, request or public announcement to submit such quotation, proposal, letter of interest or offer for a contract.
4. *Bidder* or *Proposer* means any person, partnership, corporation or other business entity that submits a bid or proposal.
5. *Board* means the Miami-Dade County Board of County Commissioners, Miami-Dade County, Florida.
6. *Certificate of Unavailability* means a document signed by an SBE stating that the SBE is not available to participate on a specific project at a specific time.
7. *Certification List* means a list maintained by the Department of Business Development that contains the names, addresses, and certification expiration date, of certified SBEs, sorted by trade, service, and/or commodity.
8. *Commercially Useful Function* means contractual responsibility for the execution of a distinct element of the work of a contract by a business enterprise and the carrying out of its contractual responsibilities by actually performing, managing, and supervising the work involved other than acting as a broker. The determination of whether an activity is a commercially useful function shall include the evaluation of the amount of work subcontracted, normal industry practices, the skills, qualifications, or expertise of the

- enterprise to perform the work, whether the business owner himself or herself performs, manages, and/or supervises the work involved, and other relevant factors.
9. *Compliance Monitor* means the Director of the Department of Business Development or designee assigned to review compliance in accordance with Ordinance 05-29 and Administrative Order 3-41.
 10. *Contract* means an agreement for the purchase of goods or services, including professional services. Professional services as used in this section includes but is not limited to accounting, legal, health care, consulting and management services. Contract does not mean an agreement to purchase, lease, or rent real property; a grant, license, permit, franchise or a concession; an agreement to acquire professional architectural, engineering, landscape architectural or land surveying and mapping services; or a contract for construction or construction management services.
 11. *Contract Measure* means a contract set-aside, a subcontract goal, a bid preference, or a selection factor, singly or in any combination.
 12. *Contracting Officer* means the person assigned under a contract, usually a department director or his or her designee, who prior to award manages the bid process or post award has primary responsibility to manage the contract and enforce contract requirements.
 13. *County* means Miami-Dade County, Florida, a political subdivision of the State of Florida.
 14. *DBDSBD* means the Department of Business Development Department of Small Business Development.
 15. *DPM* means the Department of Procurement Management.
 16. *Goods* mean any tangible product, material or supply that is not a service.
 17. *Joint venture* means an association of two or more persons, partnerships, corporations or other business entities under a contractual agreement to conduct a specific business enterprise for a specified period with both sharing profits and losses.
 18. *Joint Venture Agreement* means a document submitted to DBDSBD by a joint venture that provides information regarding the nature of the joint venture.
 19. *MDC* means Miami-Dade County, Florida.

20. *Prompt Payment* is the intent of the Board that all firms, including SBEs and MicroEnterprises providing goods and services to the County, receive payments promptly in accordance with Ordinance 05-29, and Administrative Order 3-41.
21. *Review Committee* or *RC* means the committee established by the County Manager to review proposed contracts for the application of contract measures and for administrative and/or appeal hearings.
22. *Service* means work offered for public or private consumption that does not consist primarily of goods.
23. *Set-aside* means the designation of a given contract for competition among SBEs.
24. *Small Business Enterprise (SBE)* means a business entity certified by DBDSBD, providing goods or services, which has an actual place of business in Miami- Dade County and whose three year average gross revenues does not exceed \$5 million. The term Small Business Enterprise shall also include a manufacturer with one hundred (100) employees or less or wholesaler with fifty (50) employees or less without regard to gross revenues. Representations as to a business entity's average gross revenues and payroll shall be subject to audit.
25. *Subcontractor goal* means a proportion of a total contract value stated as a percentage to be subcontracted to SBE(s) to perform a commercially useful function.
26. *Successful Bidder* means the bidder to which the contract is awarded.
27. *Utilization Report* means a report completed and submitted by the successful bidder on a contract with goals, listing all work performed in the past by the SBE identified on the Agreement.
28. *Work* means the provision of goods or services.

B. GENERAL INFORMATION

1. The bidder shall fully comply with these Provisions which implement Miami-Dade County Ordinance 05-29 and Administrative Order 3-41.
2. DBDSBD monitors the compliance of the successful Bidder with the requirements of these Provisions during the course of the work to be performed under the contract.

3. Forms necessary for submittal of information pertaining to these Provisions are included in the appendix. Additional copies may be obtained at: Miami-Dade County Department of Business Development Department of Small Business Development (DBDSBD) at 111 N.W. 1st Street, 19th Floor, Miami, Florida 33128 or by telephone at (305) 375-3111, facsimile (305) 375-3160, online at www.miamidade.gov/sbadbdSBD.

C. CERTIFICATION

1. In order to participate as an SBE on this contract, an SBE must have a valid certification at the time of bid submittal, bid award, and throughout the duration of the contract.
2. Bidders shall use the most recent Certification List available prior to bid submission. Certification List may be obtained by contacting DBDSBD at telephone number (305) 375-3111 during normal business hours or online www.miamidade.gov/sbdbdSBaD.
3. The SBE firms on the Certification List will be identified by commodity code. An SBE must be certified in a commodity code and/or service area in order to be eligible to participate as an SBE on contracts in such commodity code and service area. In order to be eligible to participate as an SBE subcontractor, the SBE must be certified in the commodity code or service area in which they are to perform the work.
4. Bidders/Awardees are governed by the certification policies and procedures set forth by DBDSBD for the certification of SBEs.
5. Joint Ventures: Only SBE joint ventures approved by DBDSBD in accordance with Administrative Order 3-41 are eligible to participate as joint ventures in the Program. Joint ventures must be lawfully established. A joint venture is permissible only where the SBE lacks the necessary capacity to perform the contract on its own and the agreement is fair and equitable and will be of substantial benefit to the SBE. However, where DBDSBD concludes that an SBE brings only its certification as contribution to the joint venture relationship DBDSBD will not approve the joint venture. The small business member of the joint venture must be certified as an SBE before the joint venture can be approved.

D. APPLIED CONTRACT MEASURES

1. Set-asides
 - a. Set-asides are for bidding solely among SBEs. AN SBE awarded a set-aside contract shall not transfer to a non-SBE through subcontracting or otherwise, any part of the actual work of the contract unless the bid

documents expressly and specifically require and/or permit such transfer as consistent with normal industry practice, or the SBE requests and receives prior to bid award an approval letter from DBDSBD.

- b. If the SBE is using subcontractors to meet a portion of the set-aside on a contract, an Agreement is required and is subject to the requirements for the submittal of Agreements of Section D.2.c.
- c. An SBE may perform 100% of the set-aside with its own workforce.
- d. Bids that contain a defective Agreement shall be allowed up to 48 hours from bid submission to cure correctable defects. Correctable defects may include, but are not limited to: SBE percentage not indicated, prime or subcontractor failed to sign the Agreement, or calculation errors.
- e. Bidders that fail to correct defects in the Agreement within 48 hours after bid submission shall be non-responsive.

2. Subcontractor goals

- a. Bid documents to which a subcontractor goal is applied shall require bidders to submit a signed Agreement at the time of bid submission identifying all SBEs to be utilized to meet the subcontractor goal. Each Agreement shall be in writing, shall be executed by the bidder and the SBE, and shall specify the scope of work, percentage of services the SBE will provide, and commodity code the SBE will perform. The Agreement constitutes a written representation by the bidder that to the best of the bidders' knowledge the SBEs listed are available and have agreed to perform as specified, or that the Bidder will demonstrate unavailability. Upon notification from DBDSBD, Bidders/bidders/proposers shall be allowed up to 48-hours from after bid submission to cure correctable defects in the Agreement.

Correctable defects may include, but are not limited to: SBE percentage not indicated, prime or subcontractor failed to sign the Agreement, or calculation errors. Failure to submit an Agreement and SBE joint venture agreement, if applicable, may shall deem a bid non-responsive.

- b. The Agreement shall incorporate;
 - i. The scope of work to be performed by the SBE; and
 - ii. The percentage of services the SBE will provide; and
 - iii. The prompt payment obligation; and

- iv. The SBE joint venture Agreement; if applicable
- c. A bidder that is an SBE may meet up to 100% of the subcontractor goal with its own workforce.
- d. A bidder challenging or protesting the subcontractor goal must submit to the office or person to whom the bid is submitted, no later than the time of bid submission, written reasons for such challenge or protest. Challenges or protests to an SBE subcontractor goal by bidders after the time of bid submission, or challenges based on reasons not previously provided in writing prior to bid submission, shall not be heard by the County Commission.
- e. After a bid is advertised with a subcontractor goal, it may be reduced only with the approval of the County Commission.
- f. Expenditures to subcontracting SBEs shall be counted toward meeting specified goals as follows:
 - i. One hundred percent (100%) of the expenditures to SBEs, that perform a commercially useful function in the supply of goods or services required for fulfillment of the contract;
 - ii. One hundred percent (100%) of the expenditures to SBEs that subcontract work further to non-SBEs only if bid documents expressly and specifically permit such subcontracting as consistent with normal industry practice, or the bidder or SBE requests and receives prior to bid award an approval letter from DBDSBD.
 - iii. One hundred percent (100%) of the expenditures to SBEs who are vendors, working as subcontractors, that perform actual work with their own force;
 - iv. None of the expenditures to SBEs that act essentially as a conduit to transfer funds to a non-SBE unless bid documents expressly and specifically permit such transfers as consistent with normal industry practice or the bidder or SBE requests and receives prior to bid award an approval letter.
- g. To prove lack of availability, at time of bid submission, bidders must submit the following:
 - i. Certificate of Unavailability (Form No. DBDSBD 502) either completed and signed by the SBEs or completed and signed by the bidder explaining the contacts with the SBE's statement or actions

of the SBEs showing unavailability, and the reason(s) why the SBE's signature could not be obtained; and

- ii. A listing of any bids received from SBEs, the scope of work and price of each bid, and the bidder's reasons for rejecting each bid; and
- iii. A statement of the bidder's contacts with DBDSBD for assistance in determining available SBEs; and
- iv. A complete description of the bidder's process for soliciting and evaluating bids from SBEs; and
- v. Bidders may establish an SBE as unavailable if the bidder provides evidence proving the SBE's bid is not reasonably competitive with comparable bids of non-SBEs, for the same scope of work.

E. PRE-AWARD COMPLIANCE

1. The Compliance Monitor reviews bids for compliance with these Provisions on every contract on which an SBE set-aside and/or subcontractor goal has been applied.
2. When there is non-compliance with these Provisions, the Compliance Monitor notifies the bidder in writing, stating the facts and the reasons on which the non-compliance is based. Upon notification from DBDSBD, the bidder may request a meeting in writing within two business days from the date of the notification of non-compliance. If requested, the bidder shall supply further relevant information as required by the Compliance Monitor. However, no new or altered agreement will be accepted.
3. Upon completion of its compliance review, the Compliance Monitor shall issue a written recommendation to the Contracting Officer that includes facts and reasons for the bidder's compliance or non-compliance.
4. The Contracting Officer, in conjunction with the Compliance Monitor, may conduct an informal meeting with the respondent. Other parties may be invited to offer information relevant to the issue of the respondent's non-compliance.
5. The Contracting Officer shall in writing determine whether the bidder complies with the requirements of these Provisions and whether to recommend to the County Manager that the contract be awarded to the bidder. Such recommendation shall not restrict the Board of County Commissioners from rejecting the bid for any reason or to take such action at the recommendation of the Contracting Officer as the Board deems appropriate.

F. PROMPT PAYMENT

1. All firms, including SBEs and Micro Enterprises providing goods and services to the County, shall receive payments promptly in order to maintain sufficient cash flow.
2. Invoices from SBE prime vendors shall be promptly reviewed and payment made by the County or Public Health Trust, where applicable, on those amounts not in dispute within 30 calendar days of invoices.
3. A prime vendor on a contract with SBE measures shall include in its invoices to the County or Public Health Trust, where applicable, copies of undisputed invoices from SBE subcontractors within 14 calendar days of receipt of such invoices, or by the next scheduled invoice, whichever comes first. The prime vendor shall pay those amounts not in dispute to subcontracting SBEs within 2 days of receipt of payment from the County. If the prime vendor fails to submit undisputed invoices from an SBE to the County as specified herein or chooses not to submit any invoice to the County pursuant to the invoice schedule, the prime vendor must pay the full amount of the received SBE invoice by the next invoice cycle or 40 calendar days from receipt, whichever is less.
4. The County or prime vendor in direct privity with an SBE on a contract with SBE measures must notify the SBE and DBDSBD, in writing, of those amounts billed by the SBE which are in dispute, and the specific reasons why they are in dispute, within fourteen (14) calendar days of submittal of such invoice, or by the next scheduled invoice whichever comes first. Failure of the County or prime vendor to comply with the applicable requirements of this subsection shall result in the forfeiture of the right to use the dispute as justification for not paying the SBE and payment shall be forthcoming from the County or prime vendor as appropriate by the next invoice date or 40 calendar days from receipt of invoice date, whichever is less.
5. An SBE may invoice the County or prime vendor, as appropriate, 1% interest per month for any undisputed amount that is not promptly paid.

G. POST AWARD COMPLIANCE AND MONITORING

1. DBDSBD shall monitor and enforce the compliance of the vendor with the requirements of the Administrative Order, and any related program requirements during the duration of the contract and may monitor for up to one year after notice of completion of the work or full payment of contract obligations, whichever comes last.
2. Successful Bidders and SBEs/Micro Enterprises shall permit the County to have access during normal business hours to all books and records relating

to the compliance with the contract measure applied to the contract or relating to compliance with certification requirements. This right of access shall be granted for one year after completion of the work or full payment of contract obligations, whichever comes last, or for one year after the expiration of SBE certification.

3. Successful Bidders and SBEs/Micro Enterprises shall permit the County to have access to employees performing work during normal business hours in order to conduct visual inspections and interviews that may be conducted privately when necessitated by County staff.
4. Successful Bidders and SBEs/Micro Enterprises shall comply with all reporting requirements established by DBDSBD. Failure to comply with the reporting requirements may result in the imposition of contractual sanctions or administrative penalties by the County.
5. In the event that during the performance of a contract containing an SBE subcontractor goal, an SBE is not able to provide the services specified in the Agreement submitted at the time of bid, the Successful Bidder must locate an SBE to substitute. The Successful Bidder must receive approval for substitution from DBDSBD. A Successful Bidder that cannot secure a substitute SBE must provide a written statement to the Compliance Monitor.
6. The Compliance Monitor shall be responsible for monitoring the performance of the Successful Bidder regarding compliance with a contract measure applied to the contract. The Compliance Monitor may, at his or her discretion, investigate deviations in the utilization of SBEs from that required by the contract and make recommendations regarding compliance to the Contracting Officer. The Contracting Officer shall not make a final determination without a recommendation regarding compliance from the Compliance Monitor. Deviations from the contract measure stated in the contract that shall be monitored include, but are not limited to:
 - a. Termination of an SBE's Agreement;
 - b. Reduction in the scope of work to be performed by an SBE
 - c. Modifications to the terms of payment or price to be paid to an SBE
 - d. Failure to enter into a contract with an SBE being utilized to meet a contract measure.
7. If, after execution of an agreement, the Successful Bidder submits a written request to the Contracting Officer and demonstrates to the satisfaction of the Contracting Officer that, as a result of a change in circumstances beyond his/her control of which he/she was not aware and could not reasonably have been aware, until subsequent to the date of execution of such subcontract, an SBE, who entered into such subcontract has committed a material breach of

the agreement, the Successful Bidder shall be entitled to exercise such rights as may be available to him/her to terminate the Agreement.

8. County's Determination of Bidder's Excuse or Termination.

If the Successful Bidder at any time submits a written request to the Contracting Officer under the prior two paragraphs, the Contracting Officer as soon as practicable, shall determine whether the Successful Bidder has made the requisite demonstration, and shall not determine that such a demonstration has not been made without first providing the Successful Bidder, upon notice, an opportunity to present pertinent information and arguments.

9. Alternative Subcontracts

If the Successful Bidder is excused from entering into a subcontract or rightfully terminates a subcontract under the Administrative Order and without such subcontract the Successful Bidder will not achieve the level of SBE participation upon which the contract was awarded, the Successful Bidder shall make every reasonable effort to propose and enter into an alternative subcontract or subcontracts for the same work to be performed by another available SBE as appropriate, for a subcontract price or prices totaling not less than the subcontract price under the excused or terminated subcontract, less all amounts previously paid there under. The Successful Bidder must submit to the Compliance Officer an Agreement with the new SBE and provide all documentation required by the County. A successful bidder that cannot secure a substitute SBE must provide all supporting documentation required by the County as detailed previously in this document (Section D.2.g).

- a. The Compliance Monitor may require the Successful Bidder to produce such information, as the Compliance Monitor deems appropriate and may obtain further information from other sources. The Compliance Monitor shall make his/her recommendation under this paragraph to the Contracting Officer and forward a copy to the bidder.
- b. The Contracting Officer will consider objections to the Compliance Monitor's recommendation only if such written objections are received by the Contracting Officer within five business days from the Successful Bidder's receipt of the Compliance Monitor's recommendation. The Contracting Officer with or without a hearing, and as he/she in his/her discretion may determine, will reply to the Successful Bidder's written objection within ten business days of receipt of these objections.

H. CONTRACTUAL SANCTIONS

1. Bid and contract documents shall provide that, notwithstanding any other penalties or sanctions provided by law, a bidder's violation of or failure to comply with the Small Business Enterprise Program Ordinance and Administrative Order may result in the imposition of one or more of the following sanctions:
 - a. The suspension of any payment or part thereof until such time as the issues concerning compliance are resolved;
 - b. Work stoppage;
 - c. Termination, suspension, or cancellation of the contract in whole or part;
 - d. Loss of SBE certification.
2. In the event a bidder or SBE attempts to comply with the provisions of the SBE ordinance through fraud, misrepresentation, or material misstatement, the County shall, whenever practicable, terminate the contract or require the termination or cancellation of the subcontract for the project on which the bidder or SBE committed such acts. In addition, and as a further sanction, the County may impose any of the above-stated sanctions on any other contracts and subcontracts the bidder or SBE has on other County projects. In each instance, the bidder or SBE shall be responsible for all direct and indirect costs associated with such termination or cancellation including attorney's fees and costs. The bidder or SBE may also be subject to debarment.
3. The foregoing notwithstanding, the County Manager shall include language in all prospective projects containing an SBE goal which provides that, in addition to any other sanction for failure to fulfill the SBE goal requirements for such contract, the contractor's eligibility to receive any future County contract shall be conditioned upon the contractor making up the deficit in SBE participation in such future contract by having SBEs perform work equal to double the dollar value of the deficiency in the SBE goal in the prior contract.
4. The foregoing obligation shall be in addition to any SBE goal otherwise applicable to the future contract. The procedures for making up the SBE deficit shall follow DBDSBD policy.
5. Some of the contractual violations that may result in the imposition of sanctions listed in the administrative order include, but are not limited to, the following:

- a. An SBE serving as a conduit for SBE work awarded to a firm as an SBE, but which is being performed by a non-SBE firm;
- b. A prime vendor not meeting an SBE contract measure;
- c. Not obtaining or retaining SBE certification while performing work designated for SBE firms;
- d. Failure to timely submit utilization reports;
- e. Failure to comply with SBE certification requirements, including not maintaining a place of business in Miami-Dade County, not reporting organizational and operational changes, providing inaccurate or false information, and other certification related violations;
- f. Failure to maintain certification;
- g. Deviations from the SBE agreement without prior approval from DBDSBD;
- h. Termination of the SBE's agreement without prior approval from DBDSBD;
- i. Reduction of the scope of work of the SBE subcontract without prior approval from DBDSBD; or
- j. Modifications to the terms and/or prices of payment to an SBE without prior approval from DBDSBD

I. Administrative Penalties

Administrative penalties may range from de-certification to debarment.

J. Appeals Process

A respondent may initiate the appeals process after administrative penalties are imposed.

K. APPENDIX

1. Forms

- | | |
|----------------------------------|------------|
| a. Certificate of Unavailability | DBDSBD 502 |
| b. Utilization Report | DBDSBD 503 |

APPENDIX A



Small Business Enterprise (SBE) Certificate of Unavailability

RFP/BID No. _____

(Name of Prime Contractor)

(Firm Name)

(Address)

(Telephone No.)

I contacted the _____ to obtain a bid for work items to be
performed on Miami-Dade County project but, the ***SBE Firm** was unavailable to perform or submit a bid due to the following reasons:

- a. _____ SBE firm did not respond to the invitation.
- b. _____ SBE firm was not available to work.
- c. _____ SBE firm was not the lowest acceptable bidder.

Prime not meeting the goal must provide details of their efforts in soliciting to SBE firms, i.e., advertising, personal calls, mailing lists, etc. Information provided will be verified. Attach all supporting documents such as newspaper ads, phone lists, mailing lists, etc.

If you did not get any responses to your solicitation of SBE firms contractors, please detail your efforts to recruit eligible firms, i.e., advertising, personal calls, mailing lists, etc. Information provided will be verified. Attach all supporting documents such as newspaper ads, phone lists, mailing lists, etc.

(Prime Contractor Signature)

(Date)

Title

*If multiple SBE firms are contacted, please make additional copies as deemed necessary.

DBDSBD 502



SMALL BUSINESS ENTERPRISE PROGRAM (SBE) UTILIZATION REPORT

This report is required by Miami-Dade County. Failure to comply may result in MDC commencing proceedings to impose sanctions on the successful bidder, in addition to pursuing any other available legal remedy. Sanctions may include the suspension of any payment or part thereof, termination or cancellation of the contract, and the denial to participate in any further contracts awarded by MDC.

Reporting period: _____ **Project Name:** _____ **Project Goal:** _____ %

From: _____ **To:** _____ **Project Number:** _____

Name: _____	Date of Award	Agreement Amount	Change Order Modification(s) Amount	Scheduled Completion Date	Percentage of Contract Completed
FEIN: _____					
Address: _____					

Amount of Requisitioned this Period \$ _____ **Amount Requisitioned for SBE Subcontractors this Period: \$** _____

Total Amount Requisitioned/Paid to Date \$ _____ / _____ **Total Amount Requisitioned/Paid to SBE Subcontractors to Date \$** _____ / _____

SMALL BUSINESS ENTERPRISE (SBE) CERTIFIED FIRMS

Name of SBE Subcontractor	Agreement Amount	Description of Work	Amount Sub Requisitioned this period	Amount Paid to Sub to Date	Actual Starting Date	Scheduled Completion Date
			\$	\$		
			\$	\$		
			\$	\$		
			\$	\$		
			\$	\$		
			\$	\$		
TOTAL						

Prime Signature

Date

Print Name

Title

Telephone

Instructions for the Monthly Utilization Report (MUR)

FINAL: Indicate if MUR is the final submission (Final MUR should be submitted upon the completion and final payment of project)

Reporting Period: The period for which the MUR payment information is being submitted

Project Name: The assigned project name as it is identified in the contract documents

Project Number: The assigned project number as it is identified in the contract documents

Project Location: The address or descriptive location of project work site

Projected Start Date: Notice to Proceed Date or date of work commencement

CSBE Project Measures: Percentage of measure applicable to this project (enter value in appropriate measure type)

Prime Contractor: Name of Awardee, Address and Phone Number

Contract Award Date: Date of contract award

Contract Award Amount: The dollar amount awarded in the contract documents

Change Order Amount: The total dollar value of all approved change orders

Contract Period: Total number of days of Contract as listed in contract documents and all approved Change Orders

% Complete To Date: The Proportion of work that has been completed for this project stated as a percentage

Completion Date: The anticipated date project will be completed

Amount Requisitioned this Period: The dollar amount billed to MDC for work performed during the listed reporting period

Date Requisitioned: The date requisitioned amount was submitted to MDC

Total Amount Requisitioned to Date: The total dollar amount requisitioned for work performed during reporting period

Last Payment by Miami Dade County (MDC): The last dollar amount paid to Prime by MDC for reporting period

Date of Last Payment by MDC: The date of the last payment by MDC for the reporting period

Was last MDC payment within 14 days of Prime's requisition: Check YES if payment by MDC was made within 14 days of prime's requisition; Check NO if payment by MDC was not made within 14 days of prime's undisputed requisition

Did last MDC Payment Equal Requisition Amount: If requisition was paid in full check YES; if requisition amount was not paid in full check NO and explain reasons for payment difference in space provided

Total Amount Paid by MDC: The total amount paid to date by MDC in reporting period for the reporting period

Name of CSBE: The legal name of all subcontractor(s) meeting a goal listed on the Prime's Schedule of Intent (SOI) or Set-aside List of Subcontractor(s)

Tier (1, 2, 3, 4): The level of subcontractor participation (Tier 1 = subcontractor has a contract with the Prime; Tier 2 = subcontractor has a contract with the Tier 1 Subcontractor; Tier 3 = Subcontractor has a contract with the Tier 2 subcontractor; Tier 4 = subcontractor has a contract with the Tier 3 subcontractor)

Contract Period: The anticipated start and end dates of the subcontractor(s)

Goal % If Applicable: The goal percentage that is being fulfilled by subcontractor(s)

Description of Work: A brief description of the scope of work to be performed by subcontractor(s)



Acknowledgement of an Agreement Small Business Enterprise (SBE) Program

In response to Miami-Dade County's RFP/RFQ/Bid No. _____, the undersigned hereby acknowledges receipt and accepts the requirements of the applicable SBE subcontractor goal measure to utilize the Small Business Enterprise (SBE) firm(s) listed below; if awarded the contract. **The undersigned must enclose with the bid/proposal submittal a signed SBE Agreement as required by the SBE Participation Provisions.** This form or any other form contained in this solicitation does not represent the 'Agreement' as required by Section 2 of the SBE Participation Provisions.

Name of Prime Contractor/Owner or Authorized Representative

Firm Name

Street Address

Telephone No.

Name of SBE Subcontractor*

SBE Certification No.: _____

Expiration Date: _____

Signature of Prime Contractor/Owner or Authorized Representative

**If multiple SBE firms are to be utilized, please make additional copies as deemed necessary.*

For further information, contact the Department of Small Business Development (SBD) at 305-375-3111.

Department of Small Business Development
Stephen P. Clark Center (SPCC)
111 NW 1st Street, 19th Floor
Miami, Florida 33128
Phone (305) 375-3111 Fax (305) 375-3160

SBD FORM 504